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SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. This change incorporates guidance on radio frequency identification (RFID) policy, explosives training, engine running onload/offload (ERO), load team chief checklist, K-loader supplemental restraint, specialized shoring, purple sheeting, GATES down policy, landbridge procedures, the Pure Pallet Initiative, frustrated cargo, supply turn-in after 60-days, removed floppy disc requirements, using Hand Held Terminals (HHT), clarification on pallet system entry time (SET), material handling equipment (MHE) parking plan, and damaged internal slingable unit (ISU) policy, and added traffic management flight (TMF).

Section A—General Requirements for Cargo/Mail Movement

1. Scope. This volume contains procedures and guidance designed to control and monitor movement of cargo/mail throughout the AMC airlift system. These procedures apply to all AMC operated air terminals including those supporting deployed operations. Deployed terminals may deviate from these procedures to accommodate local conditions. However, cargo accountability and safety standards will be maintained. Global Air Transportation Execution System (GATES) capable stations will comply with detailed instructions in the system users' manuals. GATES users' manuals are technical reference for GATES system use and do not establish cargo movement policy or guidance.

1.1. Automated documentation methods may supersede manual methods in this volume as long as the automated method captures and maintains the same information. For example, if a (GATES)/automated report have the same information as a manual report, the automated report should be used in lieu of the manual report. Similarly, if an automated system generates the same information as a required form, then a printout of that information can be kept with or in lieu of the form. In all cases, before relying on automated products to replace requirements stated in this volume, consult with HQ AMC/A4TC for guidance.

2. Cargo/Mail Air Transportation Eligibility. Only cargo/mail authorized movement IAW DOD 4515.13-R, *Air Transportation Eligibility*, will be moved on AMC aircraft.

3. Department of Defense Supply Chain Material Management Regulation. DOD 4140.1-R, *DOD Material Management Regulation*, lists DOD system of supply and transportation priorities (time standards can be located in DOD 4500.9R Part II, Appendix U). In addition, DOD 4140.1-R prescribes incremental time standards for each segment of the logistics pipeline. AMC possession time standards apply to air-eligible cargo (transportation priorities one and two) moved from CONUS to overseas or from overseas to CONUS.

3.1. Processing Goals:

3.1.1. All general cargo/mail (originating, intransit, or terminating) will be processed as soon as possible not to exceed 18 hours of receipt time.

3.1.2. All TP-1 cargo/mail with expedite handling indicators, e.g., 999, N__, E__, etc., will be processed within 12 hours of receipt time.

4. Shippers Responsibilities. DTR 4500.9-R, Part II, procedures are designed to record the movement and establish uniform handling of cargo/mail throughout the Defense Transportation System (DTS). Shipper are responsible to ensure all cargo/mail tendered to AMC is packed, marked, labeled, and documented IAW the DTR Part II and other applicable directives.

5. Deferred Air Freight Shipments (TP-4/3).

5.1. IAW DODR 4500.9-R, Part II, TP-4 cargo is non-air eligible cargo that would otherwise move by surface, at surface billing rates. TP-4 rates are developed for uniquely identifiable commodities that do not create an additional wartime movement dependency on airlift when moved in peacetime using excess by-product capability. Charges for carrying deferred air freight TP-4 cargo are assessed on a per cubic foot basis versus actual weight. All non-air eligible freight and certain retrograde reparable cargo may be moved as filler cargo within the deferred air service capability offered. Air-eligible

TP-1 and TP-2 cargo will not be moved as TP-4. Hazardous materials or shipments requiring special handling will not be accepted as deferred air freight without the shipper or shipper representative coordinating prior approval with HQ AMC/A4TC. The applicability of the TP-4 rates is subject to the availability and allocation of space. Specific rates can be found at the following FM website: **https://business.transcom.mil/j8/fin/rate.html**.

5.2. TP-4 Generation Points. CONUS, primary, secondary and hard lift areas are determined by HQ AMC/A4TC, in coordination with TACC/XOG. CONUS and primary generation points are listed with their respective secondary OCONUS generation points on the A4TC website; **https://amclg.scott.af.mil**.

5.2.1. TP-4 CONUS Generation Points (CGP). These are CONUS terminals where AMC airlift originates and transits overseas terminals. CONUS air terminals are authorized to maintain TP-4 on-hand levels up to their projected capability.

5.2.2. TP-4 Primary OCONUS Generation Points (POGP). These are overseas terminals where missions originate, transit and return to CONUS. POGP terminals are authorized to maintain TP-4 on-hand levels up to their projected capability.

5.2.3. TP-4 Secondary OCONUS Generation Points (SOGP) Cat I. These overseas terminals are authorized to maintain TP-4 on-hand levels up to their allocation, but must coordinate with the POGP load planning prior to movement. This coordination ensures higher priority cargo will not preclude direct movement to CONUS APOD. Movement of intratheater TP-4 cargo is authorized to the next down line station. However, if transshipment is required at the next down line station, the originating station must get approval from the in-transit station(s).

5.2.4. TP-4 Secondary OCONUS Generation Points SOGP Cat II. SOGP air freight officers are encouraged to generate TP-4 shipments, but must get authorization from their respective POGP air terminal on a shipment by shipment basis.

5.2.5. TP-4 Hard lift Area. These overseas terminals have no scheduled organic or commercial air service. Designated hard lift aerials will not accept TP-4 cargo for movement.

5.3. Port Responsibilities. The air freight officer at the CGP and POGP will establish acceptable on-hand TP-4 levels based upon the excess space estimates, port processing constraints, historical airlift utilization, and known future uncommitted space. The air freight officer will also, in coordination with the CSB or ACA, develop a clearance plan to control the flow of TP-4 shipments into the port. TP-4 will not be allowed to free-flow into the port. The air freight officer must ensure movement capability exists to the final APOD.

5.3.1. Outsized and oversized TP-4 cargo is accepted on a shipment-by-shipment basis.

5.4. Use TP-4 cargo to maximize aircraft utilization. AMC will attempt to move TP-4 meeting TP-3 UMMIPS time standards IAW DOD 4140.1-R. TP-4 cargo will be maintained on hand for a maximum of 20 calendar days. If movement has not occurred, the cargo will be frustrated. The air freight officer/superintendent and CSB/ACA will coordinate with the shipper to divert TP-4 cargo to other transportation modes, or to upgrade to TP-2. Allow no more than 2 duty days for this process. TP-4 cargo is held in the aerial port for more than 24 calendar days. During contingencies and peak workload periods, the air freight officer/superintendent will close the port to TP-4 cargo, as necessary, to ensure higher priority, air eligible cargo movement is not delayed.

5.5. Maintain personal property shipment integrity when possible.

5.6. Aerial ports will accept TP-3 cargo which has been cleared into the airlift system buy a service ACA. The cargo will be processed for moment in the same manner as TP-1 or TP-2 shipments.

Table 1. TP-4 Generation Points

CGP	POGP	SOGP Cat I	SOGP Cat II
Charleston		None	Asuncion, Bogota, Buenos Aires,
			Caracas, Guatemala, La Paz, Lima,
			San Salvador, Santo Domingo,
			Tegucigalpa, Managua, Montevideo,
			Quito, Rio de Janeiro, San Jose, Soto Cano
			Santiago
	Ascension Island	None	None
	Antigua	None	None
Dover	Amman	None	None
	Aviano	None	None
	Incirlik	None	None
	Kuwait	None	None
	Mildenhall	None	None
	Ramstein	None	Thumrait
		Cairo	Tel Aviv
McGuire	Thule	None	None
	Lajes	None	None
Norfolk	Bahrain	None	None
	Diego Garcia	None	None
	Fujairah	None	Nairobi
	Guantanamo	None	None
	Keflavik	None	None
	Naples	None	None
	Sigonella	None	Souda Bay,
	Rota	Naples	None
Travis	Yokota	Misawa	
		Iwakuni	

CGP	POGP	SOGP Cat I	SOGP Cat II
		Osan	Kimhae, Kunsan, Cheju do
		Diego Garcia None	Jakarta
		Singapore	
	Kadena	None	Bangkok
	Hickam	Andersen	Johnston
		None	Kwajalein
		Wake	None
		Christchurch	Pago Pago
		Richmond	Alice Springs
McChord	Elmendorf	Eareckson	Cape Newenham
		Eielson	Cold Bay
		Galena	Kotzebue
		None	Cape Lisburne, Sparrevohn, King Salmon,
			Cape Romanzof , Tin City, Ft Yukon,
Hardlift Areas for TP-4			Tatalina, Amchitka , Indian Mountain
Marianas Islands (except Guam)			
Mauritius Island			
Micronesia			

6. Personal Property (Code J/DPM Baggage).

6.1. General. Code J/Direct Procurement Method (DPM) baggage is unaccompanied baggage moved as TP-2 cargo. Code J baggage may be offered to the port as loose cargo requiring palletization for onward movement or may be palletized by contract port agents and offered as throughput cargo. DPM baggage will be offered to the port as loose requiring palletization for onward movement. Pure Code J pallets contain shipments handled by a single port agent at the APOD and no additional cargo should be added to these pallets. Mixed Code J pallets contain shipments handled by different port agents at the APOD.

6.1.1. Aerial ports that do not generate enough code J shipments to meet the AMC pallet utilization goal of 1.4 tons per pallet may mix Code J and general cargo on port-built pallets

6.1.2. General cargo and Code J will be separated by using plastic covers or a suitable substitute inserted between shipments. The DD Form 2775, **Pallet Identifier**, miscellaneous information section, will be annotated with remarks stating the pallet is mixed with code J and general cargo. In no instance will Code J and hazardous cargo be mixed.

NOTE: The AMC goal is to build Pure Code J pallets whenever possible.

6.2. Shipment Interruptions. HQ AMC/A4T, in coordination with TACC/XOG, will advise the Surface Deployment and Distribution Command (SDDC) of possible interruptions in Code J baggage movement. Interruptions include, but are not limited to, contingency/relief efforts, higher priority requirements, and excessive cargo generation. The advisory will include the expected length of delay and recommended options for alternate movement. Upon resolution of the interruption, HQ AMC/A4TC will retract the advisory notice.

6.3. Shipment Upgrade. If Code J baggage is held in the port for 5 days due to inadequate airlift, the CSB/ACA/air freight officer, or equivalent, will upgrade the priority of the baggage from TP-2 to TP-1 IAW **Section G** of this volume. Although physical upgrade is not required, the responsible authority will upgrade the shipment's priority within the port's automated system to allow proper load selection by load planning personnel IAW AMCI 24-101, Vol 9, *Air Terminal Operations Center*,. Load planning personnel will report upgraded TP-1 Code J shipments in daily backlog reports.

6.4. Code T/Household Goods. Code T is household goods shipped intratheater or to hard lift areas as TP-2 cargo. Every effort should be made to maintain shipment integrity.

7. Aerial Port Equipment.

7.1. HQ AMC/A4TE will direct and control redistribution of serviceable equipment within the AMC system or the appropriate Air Mobility Operations Group for theater redistribution. Official tasking may be released via telecom or e-mail. Aerial Port assets include 463L Pallets/Nets, Tie-down Equipment, Air Transportable Galleys ATGL and Radio Frequency Identification (RFID) Tags

7.1.1. Normal redistribution of serviceable assets will move as TP 1 (999). Specific guidance and procedures to manage, control, and account for pallets, nets, and aircraft cargo tie-down equipment can be found in **Section F** of this volume and DOD 4500.9R, Part VI, *Management & Control of Intermodal Containers & System 463-L Equipment*.

7.1.2. When processing 463L assets shipments for air transport, add trailer data information (TXI) to the prime TCN. When assets (pallets/nets) are caped in the GATES system, use pallet modular type code "V". Trailer data information will state the type and number of 463L assets including tie-down equipment, and whether the assets are serviceable or non-serviceable. If the number and serviceability of the assets are undetermined, state UNKNOWN.

7.1.3. Process internal AMC distribution of assets for air movement using "QMRS" as the Transportation Account Code (TAC). This code identifies AMC.

7.1.4. Use TAC code "FPLT" to send shipments outside of AMC to pallet repair facilities. This code identifies AFMC.

7.2. Tie down Equipment. Air Freight is responsible for maintaining a level of serviceable tie-down equipment based on terminal classification size to sustain day-to-day operations and to configure assigned aircraft IAW applicable aircraft configuration, and mission planning directives.

7.3. RFID Tag/Battery Levels. Each aerial port will establish a minimum stock level quantity of RFID tags and batteries. This stock level will be based on the port's historical rate of pallets built during the past 6 months and should sustain the port for 60 days. When tags are held in storage, reverse the tag battery in its compartment to "turn off" the tag. Normal RFID tag write procedures will be used to "turn-on" the tag (reference paragraph **28.**).

7.4. Pallet Plastic Covers/Dunnage/Shoring. Air Freight is responsible for maintaining an adequate stock level of pallet plastic covers and dunnage. This stock level is for Air Freight AMC pallets, not unit movement/mobility pallets. Serviceable plastic covers from terminating cargo will be reused. Also, Air Freight is responsible for maintaining aircraft shoring kits IAW paragraph **73.1.**

NOTE: Specialized shoring for cargo shipments is the shipper's responsibility.

7.5. Scale Calibration. For proper calibration guidance reference each type scale's technical order, maintenance handbook, commercial data, etc. In the absence of calibration guidance for a particular scale, terminal management will ensure the maximum interval between calibrations does not exceed 180 days. When the scale calibration period has elapsed and/or the scale is inoperative, placard it with an AFTO Form 350, **Repairable Item Processing Tag**, IAW TO 00-20-2. Turn the equipment into the base Precision Measurements Equipment Laboratory (PMEL) for calibration or repair.

7.6. Lending Aerial Port Equipment. The following procedures govern the off-base movement of 463L materials handling and other aerial port equipment listed in Allowance Standard 758.

7.6.1. The loan of equipment in excess of 30 days requires approval by HQ AMC/A4TE prior to movement. Send the request in letter format via mail, message, fax, or e-mail.

7.6.2. If the off base activity is not an AF organization, the local supporting Equipment Management Office (EMO) must ensure a DD Form 1144, **Support Agreement**, is properly completed to establish responsibilities for maintenance, supply, accounting, funding, and liability for the assets during the period of loan. Send a copy of this agreement with the request to HQ AMC/A4TE for approval.

7.6.3. The activity directing loans less than 30 days will verify all loans by message to the gaining activity, with an information copy to the supporting EMO, the gaining base EMO, the command EMO of commands involved, HQ AMC/A4TE and all affected AMC intermediate headquarters.

7.6.4. If it is necessary to position/deposition MHE at an onload/offload site, prepare, document, and ship the equipment as ordinary channel cargo. Management must coordinate with the host vehicle maintenance branch before deploying MHE assets.

7.7. Lease of 463L Pallets and Nets to Contract Carriers. The following procedures govern the leasing of 463L pallets and nets to contract air carriers.

7.7.1. Contract air carriers may lease 463L pallet and net sets from AMC units for commercial revenue cargo inbound to CONUS from overseas locations IAW the current airlift contract provisions. The number of leased pallet and net sets may not exceed the number of available pallet positions on the aircraft (circuitous routing of A/C to pick up inbound cargo may be authorized). Lease pallet and net sets only if the originating station has excess operational pallet and net sets on hand.

7.7.2. When pallet and net sets are leased to contract carriers, comply with procedures outlined in AMCI 24-201, *Commercial Airlift Management—Civil Air Carriers*.

7.7.3. Reference paragraph **80.** of this volume for specific guidance of pallet, nets and tiedown control and accountability.

8. Route Support. Manifesting and reporting IAW AMCI 24-101, Vol 6, *Transportation Documentation, Data, Records, and Reports*, are required when positioning/pre-positioning or redistributing route support equipment (stanchions, litters, seats, comfort pallets, K-loaders, power carts, etc.) including those assets that may eventually be used to configure the same mission on which they are manifested. All assets will be manifested and moved as Forward Supply Support FSS cargo, IAW AMCI 23-102, *Expeditious Movement of AMC MICAP VVIP and FSS Items*. Enter "196" in the Project Code (record positions 57-59) of the TCMD and in the "Project Code" block of the DD Form 1387, **Military Shipment Label**, to indicate the shipments are FSS. These shipments can be entered into the AMC channel airlift system without the submission of an ATCMD to the ACA for airlift clearance.

9. Rehandled Cargo/Mail. Rehandled cargo/mail is defined as that amount of cargo/mail that must be rehandled due to a requirement change outside the control of the air terminal. This may occur in one or a series of categories. Enter the cargo/mail quantity in the appropriate blocks on the AMC Form 56, **Rehandled Workload**.

9.1. The AMC Form 56 is designed to provide management of both the ATOC and Air Freight sections with an overview of the re-handled workload for their respective sections and is one of the source documents for RCS: AMC-A4T (M&Q) 7107 report. The source document for completing AMC Form 56 is AMC Form 77, **Aircraft Ground Handling Record**; or AMC Form 68, **Aerial Port Movement Log**. Rehandled workload data is found in the remarks section of AMC Form 77 or the remarks section of AMC Form 68. The control function within each work center ensures all information recorded on the AMC Form 56 is accurate and properly completed. All entries marked on the AMC Form 56 are legibly written in ink, pencil, or typed into GATES automated form. Leave blank any block not requiring an entry.

9.1.1. At the end of each month, information control will forward the completed AMC Form 56 to the OIC or Superintendent of ATOC for review. The controlling functions within Air Freight (e.g., ramp control, warehouse control, etc.) will forward the completed AMC Forms 56 to the OIC or Superintendent of Air Freight for review. After reviewing and authenticating all AMC Forms 56, the OIC/Superintendent will forward them to Data Records for inclusion in the RCS: AMC-A4T (M&Q) 7107 report. All AMC Forms 56 are attached to/filed with the station file copy of the RCS: AMC-A4T (M&Q) 7107 report.

9.2. Air Terminal Operations Center. When aircraft are rehandled, information control completes AMC Form 56, as appropriate, to reflect this additional workload. Rehandled aircraft workload is defined as those aircraft rehandled due to a requirement change outside the control of the air terminal. Examples include extended delays (delays 24 hours or greater), reroutes, load changes, or aircraft swaps resulting in the reaccomplishment of any previously completed ATOC action, excluding the information control function. Be aware that when disseminating information to subordinate work centers, time changes to Estimated Time In Commission (ETIC), mission departure, and other mission status updates are not considered rehandled work. These changes are part of the information control function and are basic to working an aircraft mission. Also, do not count cancelled or diverted missions as rehandled aircraft because this workload is reported in a separate column on the 7107 report.

NOTE: That ATOC reports on its own rehandling actions and does not report rehandles for other aerial port functions (e.g., Passenger Service, Air Freight, etc.) ATOC will fill out the form for the following reasons:

9.2.1. A load plan is reaccomplished (one rehandle per reaccomplished load plan).

9.2.2. An ATOC representative is required to make additional trips to an aircraft to coordinate/control subordinate work center actions during extended delays, mission reroutes, or load or aircraft swaps (one rehandle for each mission essential trip). Note that trips by the ramp controller or ATOC duty officer/NCO to check aircraft configurations, obtain required paperwork, coordinate with the aircrew, or in any other way coordinate/monitor routine aircraft loading and servicing operations do not constitute an aircraft rehandle.

9.2.3. Air Freight. When cargo is rehandled, the affected work center's control function completes the AMC Form 56, as appropriate, to reflect this additional workload. Rehandled cargo workload is defined as cargo that is rehandled due to requirement changes outside the control of the air terminal. Examples include aborts, delays, cancellations, reroutes, or aircraft swaps that result in reaccomplishing of any one of the Air Freight functions listed on the AMC Form 56. Air Freight fills out the form for the following reasons:

9.2.3.1. Cargo is bumped from a flight.

9.2.3.2. A properly load planned load is resequenced to meet loadmaster/boom operator approval (one reprocess).

9.2.3.3. Cargo is transferred from one aircraft to another (one off load and one on load).

9.2.3.4. Cargo is downloaded from a cancelled mission (one download. Account for upload on AMC Form 56 only if not accounted for on AMC Form 77 or AMC Form 68).

9.2.3.5. Pallets are reconfigured due to Opportune Airlift (one reprocess).

9.2.3.6. Cargo is frustrated to ACA/CSB (one reprocess).

NOTE: Do not include frustrating for the following codes: FRB, FRC, FRH, FRU, and FRP.

9.2.3.7. A cargo load is switched (one off load and one on load).

9.2.3.8. Loads are returned to storage locations after mission changes (one reprocess).

9.2.3.9. Pre-built pallets (e.g., ALOC, NAVCON, Code J) arrived improperly configured and are reconfigured by aerial port personnel.

9.2.3.10. Cargo requiring reicing more than one time. First reicing is considered normal business practice, however if cargo remains at any port long enough to require additional reicing, counts as one reprocess for each additional re-icing.

9.3. Filling out the AMC Form 56. Use the following instructions when completing AMC Form 56. ATOC and Air Freight use separate forms to record their respective rehandled workload.

9.3.1. Authentication (Signed): Requires a review/validation and signature of the appropriate OIC/Superintendent of ATOC and Air Freight for re-handled aircraft workload.

9.3.2. Date: See below

9.3.2.1. From: Enter the day, month and year.

9.3.2.2. To: Enter the day, month, and year.

9.3.3. Page _____ of _____ pages: self-explanatory.

9.3.4. Mission number/call sign: Enter the 12-position mission number (e.g., PQC T657Y0186). Enter the call sign when used in lieu of the 12-position mission number.

9.3.5. Aircraft Type/Number: C-17, B-747, DC-10, etc.

9.3.6. Cargo rehandled: This section applies only to work centers within the Air Freight function. Complete as follows using gross weights throughout:

9.3.6.1. Pounds Offloaded: Enter the gross weight of cargo offloaded.

9.3.6.2. Pounds Onloaded: Enter the gross weight of cargo on-loaded.

9.3.6.3. Pounds Reprocessed: Enter the gross weight of cargo reprocessed (e.g. new load sequence, pallet reconfiguration, frustrated cargo, etc.).

NOTE: ATOC disregards these entries

9.3.7. Aircraft Rehandled: This section applies only to ATOC. Air Freight disregards this entry. Enter the number of rehandled actions performed for each mission.

9.3.8. Affected Work Center: Enter the work center performing the rehandled work. ATOC completes for all ATOC work centers (i.e., load planning and ramp control) while Air Freight completes for all Air Freight work centers (e.g., cargo processing, ramp, special handling, etc.).

9.3.9. Reason for Rehandling: State reasons for task indicated. Do not omit this item. Provide rationale for all rehandle actions. Add a continuation sheet, if you can't provide complete justification in the space provided.

10. Security of Cargo and Mail.

10.1. AMC is charged with providing adequate security and protection for all cargo/mail in the airlift system from time of acceptance until time of release.

10.2. Cargo Security. Cargo/mail must be protected against loss, damage, pilferage, and inclement weather. Establish resource protection and general cargo security as outlined in AFI 31-101, AMC Sup 1, *The Air Force Installation Security Program*, and the Installation Security Plan. Overseas terminals are responsible for providing a sterile area for shipments destined to US possessions IAW DoD 4500.9-R, Part V, *Customs Inspection*, and applicable AFI 24-400 series customs directives.

10.2.1. Status of Shipment Requests. Direct inquiries concerning shipment status from non-AMC transportation personnel to the CSB, ACA, LNO or TMO, IAW DOD 4500.9-R, Part II and AFI 24-201, *Cargo Movement*.

10.3. Mail Security. Registered mail may contain up to and including SECRET material; therefore, always protect, safeguard, and handle as classified cargo. Only US military and US civilians with appropriate security clearance may sign for classified shipments and take custody. Detailed guidance for registered mail handling and accountability is outlined in paragraph **43.** of this volume.

10.3.1. When registered mail is in the custody of Air Freight, it is to be secured IAW the AMC supplement to DOD 5200.1R/AFI 31-401, *Information Security Program Management*. When this requirement cannot be met, post a US citizen employee to protect registered mail (this need

not be an armed individual). Detailed guidance for registered mail handling and accountability is outlined in paragraph **43.** of this volume.

10.3.2. Ordinary mail may be handled by foreign nationals, if they are designated and authorized in writing by the squadron commander or detachment chief (contract equivalent).

11. Mishap Prevention:

11.1. General. Functional managers and supervisory personnel must be constantly alert for potential accidents and will ensure personnel are fully aware of the need for caution in high hazard areas. They will establish and manage unit programs as prescribed by AFI 91-202, AMC Sup 1, *The US Air Force Mishap Prevention Program*, thereto and AFI 91-213, *Operational Risk Management*.

11.2. Safety:

11.2.1. Explosives Safety. Comply with AFMAN 91-201, Explosives Safety Standards, and host base implementation requirements during operations involving aircraft on/off-load, transportation, and in-transit storage of explosives.

11.2.1.1. Personnel whose duties involve contact with explosives will receive initial explosive safety training and must have recurring training every 15 months IAW AFI 91-202. Record this training IAW AFI 36-2201, Vol 3, *Air Force Training Program On-the-Job Training Administration*, and AFI 36-401, *Employee Training and Development*, and local procedures.

11.2.1.2. Ensure vehicles are inspected and equipment operators are trained to transport and handle explosives IAW AFMAN 91-201, *Explosives Safety Standards*.

11.2.1.3. Do not use forklifts to transport explosives in over-the-road type operations or out of the immediate work area.

11.2.1.4. Pallets, skids or individual containers of explosives will be secured to forklifts to prevent dropping. Explosives need not be secured to a forklift when the pallet, skid or container has integral tine enclosures/pockets or for specific operations identified in unit explosives OI (reference paragraph **44.7.2.**) presenting a minimum hazard of damage during handling. Positively secure stacked pallets, skids or containers of explosives prior to movement.

11.2.2. Industrial Safety. Terminal personnel will comply with Air Force Occupational Safety and Health Standards AFOSH and host base implementation requirements. As a minimum, use the following standards when establishing a terminal safety program.

11.2.2.1. AFOSH 91-46, *Materials Handling and Storage Equipment*

11.2.2.2. AFOSH 91-100, *Aircraft Flight Line-Ground Operations and Activities*

11.2.2.3. AFOSH 91-501, *Air Force Consolidated Occupational Safety Standards*

11.2.3. Use AFOSH checklists to assist in the development of local checklists, as applicable, to brief personnel on hazards associated with air terminal and flight line operations. The following are specific requirements applicable to cargo operations:

11.2.3.1. During periods of low visibility or darkness, personnel who work on the flight line or in the vicinity of vehicle traffic must wear either an approved reflective vest or reflective material.

11.2.3.2. Do not wear rings or any other jewelry, which may become snagged, while performing cargo handling duties. Wearing of gloves does not preclude removal of rings/jewelry.

11.2.3.3. Personnel will wear approved noise suppression devices when performing duties in hazardous noise areas.

11.2.3.4. Equipment/vehicle operators and spotters will use the universal aircraft loading signals IAW AFJMAN 24-306, Manual for the Wheeled Vehicle Driver.

11.2.3.5. Secure loose cargo when transported by a truck to prevent damage.

11.2.3.6. Forklift operations. Before moving a forklift with rollerized tines that is being used to load, offload and transport pallets, the pallets, must be secured to the forklift mast frame using straps or chains.

11.2.3.6.1. Unstable or irregular shaped objects, including aircraft engines, will be secured to the forklift mast frame (either straps or chains may be used) before being raised, lowered, or moved. Place large irregularly shaped objects on pallets for stability before transporting, when possible.

NOTE: Ensure protruding engine parts (after-burners, etc.) are not damaged during transport.

11.2.3.7. K-loader operations. Gravity movement of palletized cargo on a K-loader is prohibited. The loading/unloading of a knelt C-5 aircraft does not constitute gravity movement as long as the cargo movement is controlled.

11.2.3.7.1. Transmission must be in neutral and parking brake set before personnel are allowed on K-loader decks. Load crew personnel may ride K-loader decks up to, or down from, aircraft cargo floor height. Personnel must stay clear of the loader's telescoping ladder and extreme ends of the deck.

11.2.3.7.2. A fall restraint harness must be used when personnel are required to operate on a K-loader deck raised above 10 feet and are working past the last pallet lock on either end of the deck.

11.2.3.7.3. Load crew personnel will not be allowed on the deck when the K-loader is moved forward or aft except when a spotter is required on the deck to raise for final K-loader/aircraft interface. The individual must wear a safety harness attached to a tie-down point on the loader deck when above 10 feet from the ground.

11.2.3.7.4. Operators are responsible for properly restraining palletized cargo on K-loaders prior to movement to include engaging the pallet stops. When necessary for the operator to remain in the cab of the K-loader, the loading supervisor is responsible for ensuring compliance.

11.2.3.7.4.1. 25K- and 40K-loaders. Engage all pallet rail guide locks for each pallet and raise both the emergency pallet stops, and apply supplemental restraint using 10,000 lb chains and devices or HQ AMC-approved restraint to the fore and aft pallet (both sides of pallet). If pallets are loaded in a logistics configuration, each individual pallet must be restrained by use of 10,000 lbs chains or HQ AMC-approved restraint. Straps are not authorized in substitute of chains.

11.2.3.7.4.2. Halverson NGSL/Tunner 60K-Loader. Engage all pallet rail guide locks for each pallet and engage both the emergency pallet stops. If pallets are loaded in a logistics configuration, apply supplemental restraint by using 10,000 lb chains or HQ AMC-approved restraint to the fore and aft pallets when pallets are locked into only one rail guide lock. Supplemental restraint using 10,000 lb chains or HQ AMC-approved restraint must be applied to each individual pallet if no rail guide locks are engaged. Straps will not be substituted for chains.

NOTE: Supplemental restraint is not required for the Halverson and Tunner loaders when the pallet rail guide locks are engaged on both sides of all pallets.

11.2.3.7.5. The K-loader pallet stop is a back-up in case the primary pallet restraint fails. Do not use the pallet stop as the primary restraint. When tie-down chains are used for supplemental restraints, the chains will be attached to the pallet D-rings and the excess chain will be secured.

NOTE: Do not over load tie-down rings on K-loader decks. Limit maximum restraint per tie-down point to 5,000 lbs.

WARNING: Secure all loose ends of straps to prevent tangling in the k-loader wheels and causing severe damage to catwalks.

11.2.3.7.6. The following guidance should be observed to mitigate the risk associated with bridging K-loaders in order to accelerate aircraft loading/offloading. "Elevator" pertains to the loader interfacing with the aircraft. Maintain 6-8 inch gap between the loaders. Limit number of K-loaders used to tempo consistent with mission ops.

11.2.3.7.6.1. Loaders should be spotted in at lowered position to minimize falling hazards. Pay special attention to clearances with wing and fuselage.

11.2.3.7.6.2. Limit access of personnel on elevated loader to left side catwalk (in operators view). This will minimize hazard to any additional personnel on loader not in view of the operator.

11.2.3.7.6.3. Engage at least one lock on the left side of all pallets during elevator operation up and down.

11.2.3.7.6.4. On loaders with powered conveyors (60K and NGSL) all pallets may be unlocked and moved together when transferring to a second loader. This will only be permitted in lowered position. A spotter positioned on the left catwalk will monitor transfer of pallets from elevator to second loader and provide guidance to stop operation in case of any problem with a jammed pallet or safety concern.

11.2.3.7.6.5. Avoid bridging K-loaders during rolling stock operations.

11.2.3.7.6.6. When bridging requires a loader to pass under or near a wing tip, ensure refueling personnel are aware of loader position near fuel tank vents emitting flammable vapors and wing control surfaces being moved during preflight.

11.2.3.8. Reference **Attachment 2** for the Tunner/K-loader Parking and Traffic Flow Plan.

Section B—Cargo/Mail Documentation, Packaging, Marking, and Labeling

12. General. Procedures outlined in this section pertain to the control, preparation, and documentation of cargo and mail for movement in the AMC airlift system on TWCF aircraft, and aircraft offering opportune airlift, e.g., Air National Guard ANG or Air Force Reserve Command AFRC. Normally, airlift eligible mail is moved on scheduled US commercial air carriers. Where scheduled US commercial air carriers do not operate or have insufficient frequency, capacity, or security, mail may be tendered to AMC for movement. The 18 AF/TACC/XOG will coordinate with postal authorities after determining if airlift capability exists to support mail movement and control the flow of mail into the airlift system. All cargo/mail shipments presented for movement must be properly cleared, packed, marked, labeled, and documented prior to acceptance. Hazardous materials shipments will not be accepted for movement without proper certification. Air terminals receiving shipments suspected of not being certified for air transport or airlift eligible are to contact the appropriate CSB/ACA, and if still in doubt, contact HQ AMC/A4TC for guidance.

13. DD Form 1384, Transportation Control and Movement Document (TCMD):

13.1. Purpose. The TCMD sent electronically in advance of cargo movement, becomes an advanced TCMD (ATCMD) and provides the ACA and AMC with advance information on all shipments entering the AMC airlift system. Shippers submit the required ATCMD information via the Cargo Movement Operations System at base traffic management office, faxing or phoning the information to the airlift clearance authority, or using the airlift clearance authority online submission form. The shipping activity prepares the TCMD IAW DOD 4500.9-R, Part II, Appendix M, for each cargo/mail shipment prior to entry into the airlift system. A complete and accurate TCMD must accompany each shipment throughout the AMC airlift system. The TCMD may be offered via the DD Form 1384 or electronic data transfer.

13.2. The TCMD is used to:

13.2.1. Document each shipment in the DTS.

13.2.2. In-check cargo/mail shipments.

13.2.3. Process shipments and report cargo/mail port levels/movements.

13.2.4. Record terminal cargo/mail transactions.

14. DD Form 1387, Military Shipment Label (MSL): The MSLs are used to identify cargo in the DTS. The shipper must prepare and attach an MSL to each piece of a shipment IAW DOD 4500.9-R, Part II, Chapter 208. The MSL must have bar coding with entries of a transportation control number TCN, consignee Department of Defense Activity Address Code DODAAC, and piece number. These are mandatory for all cargo shipments, to include mail shipments, IAW DOD 4500.9R, Part II, Chapter 208. If a shipment arrives at the terminal without bar coded MSLs, coordinate with CSB/ACA for corrective action.

15. US Postal Service (USPS) Label 135/136. In addition to the bar-coded label, the postal service label will be used to identify mail pouches in the DTS. The label contains information necessary to permit prompt and efficient movement from origin, through each transshipment point, to final destination. A postal service label will be prepared by the postal activity for each piece of mail entering the airlift system.

16. Packing and Marking:

16.1. Cargo. Packing and marking will be IAW DOD 4500.9-R Part II , AFI 24-201, AFMAN 24-204 (I), *Preparing Hazardous Materials for Military Air Shipments*, applicable TOs, and MILSTD-129, *Military Standard Marking for Shipment and Storage*. All previous shipping data (labels, etc.) will be removed or obliterated prior to acceptance of shipments. Reconcile irregularities with the CSB or ACA prior to accepting cargo into the airlift system.

16.2. Mail. Mail accepted for airlift must be enclosed in mail pouches or sacks and securely fastened by lock or seal, except those which because of their size, weight, nature of their contents or condition, preclude sacking; e.g., motion picture film, fragile articles, etc. Hazardous materials are not sent through the mail system. The US Postal Service Publication 52, *Hazardous, Restricted, and Perishable Mail*, lists restricted materials.

17. Air Cargo Clearance:

17.1. General. The ACA clears cargo shipments prior to entering the military airlift system. The shipping activity or sponsoring authority will furnish the ACA an ATCMD with required prime and trailer data information on each cargo shipment to obtain clearance for movement. Shippers will submit ATCMDs IAW time frames outlined in DOD 4500.9R, Part II, Chapter 203. Mail, AMC mission capability shipments MICAPS/very very important parts VVIP, forward supply system FSS, shipments Code J baggage, courier materials, and SAAM cargo do not require an ATCMD. AMC MICAP and FSS must reflect the proper project code in the project code field of the TCMD, and a valid transportation account code TAC to ensure identification of these type shipments. All air eligible shipments must contain, in the required delivery date RDD field of the TCMD, either a unique indicator or a numerical Julian date.

17.2. Automated Stations. At automated stations, the ACA receives the ATCMD from the shipper via telephone, fax, electronic systems, etc., and assures it is accurate and complete. The ACA will either clear (accept) the shipment, or challenge the shipment IAW DOD 4500.9R Part II/AFI 24-201. When the ACA clears a shipment and enters it into the port's database, the data is retained awaiting the arrival of the shipment at the aerial port of embarkation APOE.

17.3. Non-Automated Stations. At non-automated stations, the ACA will receive ATCMDs with appropriate trailer information in manual format. The ACA will ensure the ATCMD is accurate and complete and either clear (accept) or challenge the shipment IAW DTS 4500.9-R Part II/AFI 24-201. After clearing the shipment, the ACA enters it into the expected receipt file. Upon receipt and in-check of the shipment, a copy of the TCMD are provided to cargo processing for on-hand files and disposition IAW AF Records Disposition Schedule available on-line at **https://afrims.amc.af.mil**, Disposition of Air Force Records – Records Disposition Schedule.

18. Receiving Cargo and Mail:

18.1. General. Air terminals receive cargo/mail from a wide variety of sources with differing documentation, e.g., commercial/government bills of lading CBL/GBL, TCMDs and truck/aircraft manifests. In addition to this, the degree of automation will affect specific receipt procedures. Use applicable publications at automated stations for specific guidance in producing mechanized or computer products for receiving cargo/mail. (See **Section E** of this volume for guidance on processing shipments with irregularities.)

18.2. Procedures. Air terminals will ensure all inbound CBLs/GBLs, waybills, TCMDs, and manifests are annotated with the Greenwich Mean Time GMT hour code and the last two digits of the Julian date of receipt.

18.2.1. Originating cargo/mail will arrive with an original and duplicate TCMD or listing with trailer information attached. Annotate the GMT hour code and last two digits of the Julian date of arrival in the appropriate field on both TCMDs. The time and date entered in this field starts AMC possession time and also establishes system entry time SET. The duplicate copy of the TCMD or listing will be signed and returned to the carrier as a receipt. Use the original TCMD to process the shipments into and through the military airlift system.

18.2.2. Receipt for registered mail using the TCMD or manifest as a hand-to-hand receipt. Personnel receiving registered mail must check the TCNs and register numbers against the TCMD or manifest, sign one copy of the document and return it to the individual releasing the registered mail. Personnel receipting for registered mail will sign their full name, grade, organization and legibly print their full name below the signature. Truck manifests used as a receipt for terminating registered mail will have the same retention period as air inbound registered mail manifests IAW AF Records Disposition Schedule available on-line at **https://afrims.amc.af.mil/**.

18.2.3. At automated locations, the cargo TCN is input into the system to match with the ATCMD submitted earlier from the ACAs. If the ATCMD is on file, the complete TCMD is readily available for further processing of the shipment.

18.2.4. When no ATCMD is available (no-hit), contact the ACA/CSB for clearance and system input. A no-hit listing is provided by the system for all shipments without ATCMDs and will be used by the CSB/ACA to identify and take corrective actions with shippers responsible for no-hits.

19. Processing Cargo/Mail and Document Flow:

19.1. General. Precedence of cargo/mail to be processed is determined by the destination, transportation priority, and SET. SET is established when a shipment enters the AMC airlift system (receipt time). The shipment is controlled by SET throughout the AMC system. Use cargo movement priority and movement indicators (e.g., 999, N__, E__, 777, 555, 444 or RDD) to determine which shipments to process first when the SET is equal.

19.2. In-checking Cargo/Mail. Manually check cargo/mail against the accompanying documents to ensure each shipment unit is complete and properly documented. Perform a visual inspection of all cargo/mail to ensure it is packed, marked, and labeled IAW applicable directives. Ensure outside dimensions, axle weight, center of balance (CB) markings and weight of all items over 1,000 pounds are correct. CB computation instructions are given in paragraph **60.** of this volume, and TO 1C-XXX-9. Additionally, comply with paragraph 34.5.3 for hazardous/sensitive materials. Refer discrepant shipments and reconcile all irregularities to CSB/ACA prior to acceptance into the AMC airlift system. See **Section E** of this volume for specific guidance.

19.2.1. Personal Property.

19.2.1.1. Ports must ensure proper customs documentation is received for and accompanies each personal property shipment to final destination. Some overseas countries require unique customs documentation. Contact your local CSB/ACA or Traffic Management Office TMO for specific requirements.

19.2.1.2. Overseas ports must ensure a DD Form 1252/1252-1, **US Customs Declaration for Personal Property Shipments**, is received for each personal property shipment terminating in the Customs Territory of the United States (CTUS) IAW DOD 4500.9R, Part V.

19.2.1.3. For international CBL/GBL shipments (code T/code J) ensure the name of the carrier and CBL/GBL number are marked on household goods' HHG containers and loose code J shipments. For pure code J pallets, pre-built by carriers, ensure the name of the carrier and CBL/GBL number are clearly identified on the pallet.

19.3. Processing. Segregate cargo/mail (originating or in-transit) to be shipped by military air and placed it in the appropriate terminal bay or pallet location. Process all cargo/mail for shipment via AMC contract carrier or military air transportation as soon as possible not to exceed 18 hours of receipt time. Process all TP-1 cargo/mail with expedite handling indicators as soon as possible not to exceed 12 hours of receipt time. When cargo/mail is processed manually, the following procedures will apply:

19.3.1. Screen all cargo during processing to detect hazardous materials not identified by the shipper. Personnel performing receipt/in-check of hazardous cargo must be, as a minimum, "Handler" qualified.

19.3.2. Annotate the appropriate two-digit air cargo/mail bay warehouse location for loose shipments, or assign a pallet identifier for items being palletized in the appropriate field on the TCMDs. Transcribe the GMT hour code and last two digits of the Julian date from the receipt document (manifest, CBL/GBL, etc.) onto each TCMD (manual or electronic) in the appropriate field. Enter eligible shipments into the movement-ready, on-hand file.

19.4. Automated Stations. GATES will use all accepted inputs to validate and build cargo records in the database and to change the status of cargo to "In-checked," "Processed," or "Frustrated" via hand-held terminals HHT, bar code readers, or keyboard entry. Consult GATES users manual.

19.5. Split Shipments. When it is necessary to split shipments, compute the number of pieces, weight, and cube of each portion of the shipment and prepare a TCMD or update the record for each portion with the appropriate split shipment indicator IAW DOD 4500.9-R, Part II, Appendix L. Place each TCMD in the cargo on-hand file or retain in the database.

19.5.1. Make changes on the MSL to reflect the corresponding split indicated on the TCMD and verify the weight of each piece. Automated stations will reprint a new MSL to attach to each piece.

19.5.2. If the shipment is hazardous, follow procedures outlined in AFMAN 24-204(I) Attachment 17, A17.2.5.

Section C—Pallet Build-Up

20. General. The 463L air cargo pallet, type HCU-6E, is the pallet use within the AMC airlift system. For detailed instructions concerning handling, inspection, maintenance, care, and storage of 463L pallets and associated net sets, see TOs 36M-1-141, 35D33-2-2-2 and 35D33-2-3-1. Management of 463L pallets and nets is contained in DOD 4500.9R Part VI, *Management & Control of Intermodal Containers & System 463-L Equipment*.

21. Pallet Build-Up Procedures:

21.1. General. Prior to use, pallets must be thoroughly cleaned and inspected (top & bottom) for missing and cracked D rings, warping, exposed core and/or extreme delamination. Some damaged pallets can be repaired at base-level, thus reducing depot repair and transportation costs. Follow the pallet (TO 35D33-2-2-2) instructions on what damaged pallets can be repaired locally and how to repair.

21.1.1. Before stacking cargo or mail on pallets, ensure the pallet is fully supported on rollers, pallet dolly or appropriate 3-point dunnage. (See TO 35D33-2-2-2 for dunnage requirements.)

21.2. Cargo Selection. Palletize cargo or mail by destination, movement indicator, and SET within movement priority. The pallet SET is the earliest SET of the highest priority of shipment on the pallet. To the greatest extent possible, build each cargo or mail pallet for one destination. However, to complete a pallet (especially for low volume channels), terminals may combine cargo or mail for different destinations to ensure timely movement and maximum pallet use, keeping in mind that the AMC goal is to avoid needless pallet breakdown and cargo rehandling at transshipment points. Build pallets to enhance maximum aircraft utilization (an ideal pallet net weight is at least 1.4 tons); lighter pallets may be built when intended for transfer to aircraft with restricted pallet profiles, e.g., DC-8, KC-10, etc.

NOTE: These pallet build procedures do not apply to the "pure pallet initiatives" for contingencies. To best support the war-fighter, Combatant Commands (COCOM) may require pallets delivered to their areas of responsibility (AOR) to be "pure." These pure pallets are shipped palletized beyond the APOD all the way to the end user. The pure pallet program increases the effectiveness and velocity of shipments to the final end users by relieving the AOR of the burden of break-bulking pallets. A "Pure Pallet" is defined as a pallet which contains only shipments destined to a single DOD Activity Address Code DODAAC or a Supply Support Activity (SSA) as specifically outlined in a published COCOM Route Plan. It can be demonstrated that pure pallet initiatives are only effective in theaters with high volumes of cargo and an immature logistics infrastructure. They are especially suited for some contingencies, but are not common practice in the DTS

21.2.1. The expeditious movement and delivery of TP-1 shipments with movement indicators is dependent upon available airlift and priority processing. In order to maximize aircraft utilization and reduce processing times, single priority pallets should be built to the maximum extent possible. Maximize efforts to move loose MICAP and TP-1 shipments with movement indicators to the point that will avoid a delay on mission departure.

NOTE: Separate cargo or mail on mixed destination pallets to be offloaded at en route stops by destination, using plastic covers or a suitable substitute inserted between each destination. This permits rapid identification at en route stops.

21.3. Build-Up:

21.3.1. Load dense cargo and crated/boxed cargo on the pallet first. Ensure cargo is stacked together with no gaps and distributed evenly. Stack crushable and light density cargo on top of the load, or use as filler cargo and place around the high-density or crated/boxed cargo. Monitor stacking to ensure cargo overhang is limited to unusual circumstances. Stack mail and other items without definite shape to minimize shifting on the pallet. Build pallets to enhance maximum pallet utilization, subject to aircraft and weight limitations and cargo loading characteristics. Evenly distribute heavy items from the center of the pallet outward.

21.3.2. When barrels, drums or other unstable items are stacked more than one high, place plywood or other suitable material between each stack. Use material thick enough to prevent the cargo from shifting. Metal-to-metal contact is permissible.

21.3.3. Aircraft pallet load weights are limited by the aircraft roller limitations found in the applicable Aircraft Loading Manual Instruction TO1C-XXX- 9 and the pallet structural limitation of 250 pounds per square inch PSI, whichever occurs first. Shore cargo with plywood to increase the contact area when the 250 PSI limit is exceeded and add additional shoring to comply with roller limitations.

21.3.3.1. Also use plywood or cardboard to protect the pallet surface when loading cargo with sharp edges.

21.3.4. Plastic pallet covers. When the pallet is assembled in the desired configuration, the next step is to cover the contents with a plastic pallet cover (NSN 3990-00-930-1480). Except for the following, plastic covers should fully cover the pallet to protect the contents from the elements.

21.3.4.1. Subsistence Items. Do not place plastic covers over subsistence items (e.g., dairy products, vegetables, fruits, etc.) received and shipped in multi-wall, wax-impregnated, corrugated fiberboard boxes. However, when such items are shipped in other containers (pasteboard boxes, etc.), place plastic covers over the nets, rolled up on all sides to top of cargo and hold in place with straps. (***EXCEPTION:*** In extremely cold climates where plastic covers must be placed over the entire pallet to protect these items from inclement weather.) During hot weather, these items require ventilation to prevent spoilage. If the plastic is allowed to cover the entire pallet, trapped gases (normal respiration) of fruits and vegetables cause rapid ripening/spoilage of the produce. Provide these pallets inside storage in a cool, well ventilated area to the maximum extent possible.

21.3.4.2. Personal property. Protect household goods and unaccompanied baggage shipments from the elements by placing two plastic covers under the nets on all pallets. Personal property shipments will always be placed in inside storage prior to processing and palletizing. It is permissible to use serviceable “used” pallet covers on personal property shipments. When receiving palletized personal property shipments from commercial carriers for entry into the airlift system, inspect the pallet covers for tears or rips. If any are found, reject the pallets.

21.4. Restraint:

21.4.1. Secure contents to the pallet during pallet build up IAW TO 35D33-2-2-2 and the applicable aircraft loading Manual TO 1C-XXX-9.

21.4.2. Inspect tie-down equipment used to restrain cargo to the pallets for damage. Do not use damaged tie-down equipment. Compute tie-down requirements and attach tie-down equipment in pairs; i.e., if devices, chain or straps are used on one side of the pallet, use an equal number of devices, chains or straps on the opposite side. Inspect nets for damage (e.g., cuts, frays, missing components, etc.). Do not use damaged nets.

21.4.3. Do not mix chains and straps to provide restraint in the same direction. Although materials stretch in proportion to the applied load, different materials have different rates of stretch. Nylon devices stretch more readily than steel under tension. Therefore, when two or more tie-down devices are required to restrain a unit of cargo, the devices must be of the same type and the ties must be approximately the same length.

21.4.4. When pallets are restrained with aircraft tie-down equipment (chains and devices), the limiting factor is the aircraft pallet rail system and the floor tie-down point limitation found in the applicable Aircraft Loading Manual TO 1C-XXX-9. Do not over-tighten tie-down devices, over-tightening tends to bow the pallet and causes warpage. However, tie-down devices should be snug and final tightening should be accomplished after the pallet is loaded aboard the aircraft.

21.4.5. When a single 463L pallet is restrained with nets (two side nets and one top net), the pallet net weight limit is 10,000 pounds. Do not attach top and side net hooks to the webbing material of the nets. Attach the hooks to the highest level of side rings on or near the top of the cargo, leaving enough space to tighten the top net. Tighten all nets and stow all loose ends to prevent them from interfering with aircraft loading operations.

21.4.6. When low profile bulk/high density cargo is loaded on pallets, side nets may be used for restraint without the top net, provided the side nets are pulled tight and secured by tie-down straps. Connect the straps to the highest level of side rings on or near the top of the cargo. Use a minimum of seven straps, four longitudinal on the 108” side and three lateral straps on the 88” side.

21.4.7. When low profile cargo/mail does not permit the use of side nets, the top net will provide restraint in all directions provided the pallet does not exceed a height of 45 inches or net weight of 2,500 lbs. If either the 45 in height or 2500lb weight is exceeded, use the appropriate Aircraft Loading Manual TO 1C-XXX-9 restraint limitations to determine the amount straps CGU-1/B or chains to provide proper forward, lateral, and aft restraint.

21.5. Palletizing and Securing Empty 463L Pallets for Airlift.

21.5.1. Pallets may be stacked up to a maximum of 20 pallets excluding the base support pallet. Separate the first pallet from the base support pallet by three longitudinal rows of lumber (4 inches by 4 inches by 88 inches, commercial grade) placed equidistant laterally or by placing four wooden warehouse skids of equal thickness to cover the entire surface of the base pallet. Secure pallet stacks with side and top nets or side nets and straps. Side nets must be cinched up as tightly as possible to prevent snagging on the restraint rails in the aircraft. The nets will be the only required restraint for stacks of six or more empty pallets. Five or fewer will be restrained with cargo straps. The primary method for tying down 20 empty pallets for airlift will be a full net set (sides and top). When using sides and straps for less than 20 pallets, ensure ratchets are placed on the top of the pallet.

21.6. Deployment/Redeployment of Damaged Internal Slingable Units ISU Containers:

21.6.1. Channel Airlift: Damaged ISU containers will not be accepted for channel movement except when empty and being returned for repairs. These damaged ISU containers will be placed on a base support pallet separated by three longitudinal rows of dunnage or four warehouse skids (if dunnage is not available). The ISU container must be secured to meet aircraft tie-down restraint criteria and meet aircraft roller limitations.

21.6.2. Deployments: Containers that are warped, have unserviceable or loose attachments, exposed deteriorating balsa core, external delamination, or any punctures to the underside of the base support pallet that contacts the rollers, will not be accepted for movement during deployments from home stations.

21.6.3. Redeployments: Damaged ISU containers may be placed on a base support pallet IAW above paragraph **21.6.1.**

NOTE: Damaged ISU's shall be empty for both Channel and Redeployment.

22. Pallet Trains:

22.1. General. When it is necessary to use more than one pallet to transport items exceeding the usable dimensions of a single pallet, marry pallets to form a train with aluminum pallet spacers or IAW TO 36M-1-141. KC-10 pallet couplers can only be used on KC-10 Aircraft. Prior to use, pallets must be thoroughly cleaned and inspected for missing and cracked D rings, warping, exposed core and/or extreme delamination. Do not use damaged pallets (TO 35D33-2-2-2). Prior to marrying pallets, give consideration to the type of equipment at the destination station required to handle the train.

22.1.1. Assemble trains on rollerized surfaces (e.g., Hi-line docks, rollerized flatbeds, etc.) capable of supporting the gross weight of the train load. The rollerize surfaces must also be accessible to the conveyance used to transport the train to the aircraft.

22.2. Cargo Selection. Palletize cargo or mail by destination, movement indicator, and SET within movement priority. To the greatest extent possible, build each cargo or mail pallet for one destination. However, to complete a pallet (especially for low volume channels), terminals may combine cargo or mail for different destinations to ensure timely movement and maximum pallet use, keeping in mind that the AMC goal is to avoid needless pallet breakdown and cargo rehandling at transshipment points.

22.2.1. The expeditious movement and delivery of TP-1 shipments with movement indicators is dependent upon available airlift and priority processing. In order to maximize aircraft utilization and reduce processing times, single-priority pallets should be built to the maximum extent possible.

22.3. Build-Up. When possible, place long items on pallets in a manner to evenly distribute the weight on all pallets. Use dunnage to help distribute the weight evenly. Add dunnage weight to the tare weight.

22.3.1. Determine if maximum pallet weights exceeds the standard roller weight of 2500lbs by referencing aircraft roller limitations found in the applicable aircraft TO 1C-XXX-9.Also consider the type of MHE required to handle the pallets at originating, en route, and terminating stations (e.g. 25K loader, 60K loader).

22.3.2. Specific pallet height, contour, and safety aisle limitations depend on the type of aircraft, and can be found in the applicable aircraft TO 1C XXX-9.

22.3.3. When possible, place protective plastic covers over contents on the train.

22.3.4. Distribute the weight of items stacked on the pallet train to prevent the train from being side or top heavy. If it is impossible to distribute cargo weight evenly, then mark train with additional placards/labels (e.g., C/B, side or top heavy, etc.).

22.3.5. When unstable items are stacked more than 45 inches high, use plywood or other suitable material to prevent cargo from shifting. Use plywood or cardboard to protect pallet surfaces when loading cargo with sharp edges.

NOTE: Do not mix pallet couplers.

22.4. Restraint. There are many techniques of tying down large pieces of cargo. Use the following key points and consult applicable Aircraft Loading Manual TO 1C-XXX-9 as necessary.

22.4.1. Use a restraint barrier for forward and aft restraint (3/4-inch plywood) for loose heavy items such as lumber, pipe, long metal/wood/cardboard boxes, etc. Additional layers may be needed to adequately restrain these items. Include these items in tare weight.

22.4.1.1. Use chains and devices for large items, such as canned engines or wheeled equipment.

22.4.1.2. Use a chain bridle with restraint barriers for heavy items exceeding the weight limitation specified in the Aircraft Loading Manual TO 1C-XXX-9, such as large boxes or reels.

22.4.1.3. Top and side nets are permissible for use on two and three pallet trains within weight limitations listed in the aircraft technical order. This method allows filler cargo to be moved on pallet trains for enhanced utilization.

23. Center of Balance Computation:

23.1. General. Marking the center of balance C/B is not necessary on individual 463L pallets. If pallets are built correctly the C/B will be at, or near the center. Clearly mark the C/B on both sides for all items of cargo that meet the following criteria:

23.1.1. All pallet trains.

23.1.2. All vehicles/rolling stock.

23.1.3. Any item with a C/B at a point other than its center.

23.1.4. Any item 10 feet or longer.

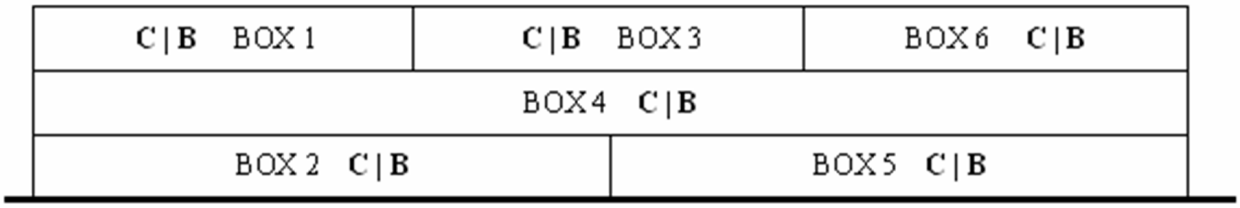
23.2. Pallet Trains. The C/B for trains will be computed and conspicuously marked on both sides of the train. Hi-line docks and 40-foot rollerized semi-trailers can be stenciled in inches as an aid in computing pallet train C/Bs.

23.2.1. Calculate the total inch-pounds (moment) of the load by multiplying the pallet station where the center of balance of each piece of cargo is positioned by the weight of the cargo. Total these figures to obtain the total load inch-pounds. Divide the total load inch-pounds (moment) by the total load weight to obtain the center of balance location in inches from the leading edge of the forward pallet. The C/B location of the total load is equal to the total inch pounds (moment) of the load, divided by the total weight of the load. Compute accurate pallet train C/Bs using the example in Figure 23.1. Determine the center of balance of a total load consisting of three pallets in a train configuration.

NOTE: In **Figure 1.**, all C/Bs are indicated in inches aft of the leading edge of the forward pallet.

Figure 1. Pallet Train Center of Balance Computation Sample.

Step 1



Step 2.

Box No. 1 Station 40 Gross Weight 1,000 Pounds

Box No. 2 Station 92 Gross Weight 2,000 Pounds

Box No. 3 Station 125 Gross Weight 1,000 Pounds

Box No. 4 Station 135 Gross Weight 1,500 Pounds

Box No. 5 Station 215 Gross Weight 1,000 Pounds

Box No. 6 Station 225 Gross Weight 2,000 Pounds

Step 3.

Sta	Sta	Sta	Sta	Sta	Sta	Sta
0	40	92	125	135	215	225

Solution:

1. Calculate the total inch-pounds (moment) of the load by multiplying the pallet station where the center of balance of each piece of cargo is positioned by the weight of the cargo. Total these figures to obtain the total load inch-pounds.

Box No. 1: 40 X 1000	=	40,000
Box No. 2: 92 X 2000	=	184,000
Box No. 3: 125 X 1000	=	125,000
Box No. 4: 135 X 1500	=	202,500
Box No. 5: 215 X 1000	=	215,000
Box No. 6: 225 X 2000	=	450,000
Total Inch Pounds	=	1,216,500

2. Divide the total load inch-pounds (moment) by the total load weight to obtain the center of balance location in inches from the leading edge of the forward pallet.

C/B of Total Load	=	1,216,500
		8,500

3. The C/B location of the total load is equal to the total inch-pounds (moment) of the load, divided by the total weight of the load.

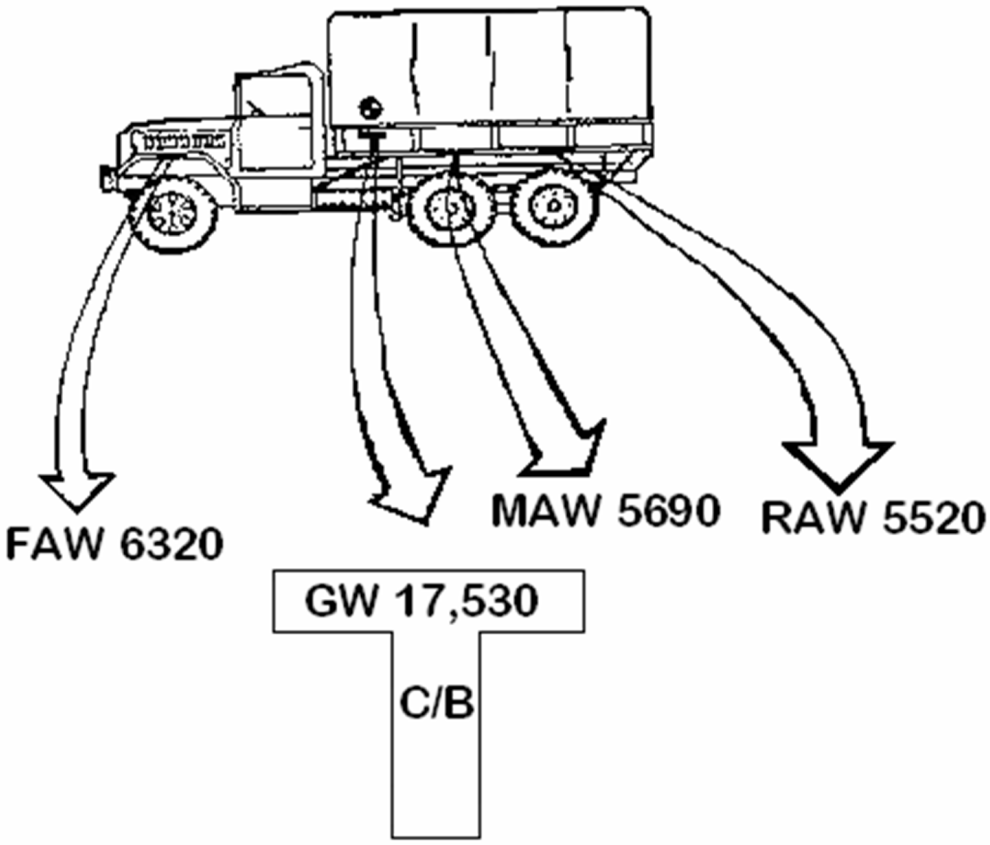
C/B of Total Load = Total inch-pounds (moment)/Total weight.

C/B Total Load = 143.1 inches from leading edge of pallet

23.3. Vehicles. The C/B for vehicles will be computed and conspicuously marked on both sides of vehicles. Vehicle C/B formulas can be found in the applicable T.O. 1C-XXX-9 or DOD 4500.9R, Part III, Mobility, Appendix P.

23.3.1. Indicate the item's gross weight to the nearest pound and the C/B to the nearest inch. Mark these values on both side of the item. The vertical stroke of the "T" will show C/B, inches, FFE. The horizontal stroke of the "T" will show the gross weight. Use a non-permanent marker for this procedure. See **Figure 2.**

Figure 2. Center of Balance Markings.



24. Pallet Weighing, Measuring and Storing:

24.1. Weighing. Weigh each originating loaded pallet to determine the total weight of the pallet, i.e., contents, nets and pallet. Annotate this weight on the DD Form 2775 and enter it into the aerial port computer system as the gross weight. If the terminal is not equipped to weigh pallets, total the weights of the contents of the pallet (net or documented weight) and the weight of the pallet and nets.

NOTE: Straps, chains, and devices are included as normal aircraft equipment, and therefore are treated as zero weight.

24.1.1. The standard weights for 463L pallets and nets are.

24.1.1.1. One pallet = 290 pounds.

24.1.1.2. One set of side nets = 44 pounds.

24.1.1.3. One top net = 21 pounds.

24.1.2. Dunnage and fore and aft restraint barriers will be weighed and included in the tare weight.

24.1.3. Total the weights of each TCMD for each shipment on the pallet to get the documented weight.

24.1.4. Subtract the tare weight from the gross weight to determine the net weight. Compare the net weight with the documented weight, these two figures should be the same. Originating stations will investigate differences of plus or minus 150 pounds by breaking down the pallet and weighing each piece of cargo on the pallet. This procedure will also help to identify over/short shipments.

24.1.5. Originating terminals incapable of weighing 463L pallets will individually weigh all items.

24.1.6. Local management may mandate weighing of all in-transit pallets, or a designated percentage of in-transit pallets based upon historical data relevant to the originating station's performance indicators.

24.2. Measuring. All heights are measured from the upper surface of the pallets. The normal stacking height of netted cargo or mail on a single pallet is 96 inches. The maximum height limitation depends on the type of aircraft and can be found in the applicable Aircraft Loading Manual TO 1C-XXX-9.

24.3. Storage. Completed pallets will be placed in appropriate grid locations as outlined in this volume, paragraph **30.**

24.3.1. Use inside storage facilities approved by the host base safety office for explosives. Under certain conditions, outdoor storage may be authorized IAW AFMAN 91-201. When outdoor storage is approved, provide protection from the elements IAW AFMAN 91-201. Provide pallets of other hazardous materials requiring cool/ventilated storage protection equal to that required for explosives.

25. Assignment of Pallet Identifiers.

25.1. GATES will assign each originating pallet, pallet train, and each piece of rolling stock a pallet identifier. Pallet IDs in GATES are six characters: 1st three characters are the APC that built the pallet. The 4th and 5th characters are alpha/numerical (I, O, and 0 are not used); the last character (6th position) is always an alpha character (I and O are never used).

NOTE: Alphas "I" and "O" and numeric "0" will not be used. Manual terminals will maintain a tracking system to ensure pallet identifiers are not duplicated.

26. DD Form 2775, Pallet Identifier.

26.1. General. Prepare two copies of DD Form 2775 to identify all completed 463L pallets/trains loaded with cargo/mail. Air freight personnel will complete all entries and attach the copies to the upper left hand corner at eye level (when pallet height permits), one on the 88-inch side and one on the 108-inch side. Place the form inside interlocking closure plastic bags (NSN 8105-00-837-7757, or suitable substitute). Entries on the form are self-explanatory and will comply with the following:

26.1.1. Enter port of embarkation POE and port of debarkation POD codes in letters as large as possible. The intent is to make the entries visible from a distance when pulling pallets for a load.

26.1.2. Annotate the highest priority cargo on the pallet (e.g., "9" [999], "G" [General], "S" [Special Handling] or "GS" [Green Sheet] "PS" [Purple Sheet]) in the miscellaneous information block. Also include pallet height in this block.

NOTE: This form must never reflect the words "classified," "small arms/weapons," "munitions," or other highly sensitive items by name.

26.1.3. Annotate the number of straps, chains, devices, and net sets used on a particular pallet or pallet train in the appropriate blocks of the form.

26.1.4. Complete the scale weight certification block by legibly printing the name and grade of the individual who performed the weighing of the pallet.

27. Pallet Invoice/Listing.

27.1. General. Prepare pallet invoices for each pallet of cargo/mail. Pallet invoices will consist of pallet listings at automated stations and the AMC Form 39, **Pallet Invoice**, at non-automated stations.

27.1.1. Prepare and sign the pallet processor and quality control signature lines on the pallet invoices in duplicate. Place the duplicate signed copy in the plastic envelope with the DD Form 2775

27.1.2. The original copy of the pallet invoice is used by the load planner for selecting and planning mission loads.

27.1.3. Pallet invoices will be filed in Load Planning and kept for 30 days after the pallet has departed, and then disposed of IAW AF Records Disposition Schedule available on-line at **https://afrims.amc.af.mil**.

28. Radio Frequency Identification RFID Tags:

28.1. General. RFID tags allow combatant commanders to track cargo through the DTS using an RFID interrogator infrastructure, and are a key enabler for asset visibility. GATES is programmed to capture content level detail data from the Defense Automatic Addressing System (DAAS) at the time a TCN is in-checked to the aerial port. This data is then written to the RFID tag with the GATES transportation data during the pallet CAPPING process. GATES then transmits both pieces of data to the Army's RF-ITV Server.

28.1.1. Active RFID Tag. Active RFID tags receive low-level radio frequency (RF) signals from an interrogator and then generate high-level signals back to the reader/interrogator, which can be either a hand-held device or permanently mounted device. Data is normally written to an RFID tag via a docking station (read and write device), but may also be written via radio signals. Active

RFID technology offers long range (300 feet or more) interrogation from permantly mounted interrogators. These tags are ideally suited for use on 463L pallets.

28.1.2. Passive RFID Tag. Passive RFID is an emerging technology that is exhibiting great potential in the commercial industry. Passive RFID tags reflect energy from the reader/interrogator or receive and temporarily store a small amount of energy from the reader/interrogator signal in order to generate the tag response. Passive RFID requires strong Radio Frequency RF signals from the reader/interrogator, while the RF signal strength returned from the tag is constrained to low levels by the limited energy. Therefore, their interrogation range is much shorter than that of the Active RFID tags. These tags are more suited for individual shipments of cargo. More guidance will be provided as the technology matures.

28.2. Procedures.

28.2.1. RFID tags will be generated for originating and retrograde 463L pallets, outsized/oversized shipments (including pallet-trains), and palletized ammunition. This also includes originating cargo that will be landbridged from your location. RFID-tagged pallets that are broken/uncapped and have cargo either added or removed, must have the RFID tag rewritten by the port making the change to reflect the updated TCMD/pallet information created by the changes.

28.2.2. The ports will not place RFID tags on in-transit or unit move pallets that do not already have RFID tags attached (unit movement items are to be tagged by the owning unit).

28.3. Tag Writing: Prior to entering the Pallet Processing function in GATES, ensure an RFID tag is operational by removing the battery and reinserting it. The RFID should beep twice, if it doesn't beep twice, the battery must be replaced. Insert the RFID tag into the RFID Tag Docking Station (TDS).

NOTE: An RFID tag must be in the tag docking station prior to entering the Pallet Processing function or you will not be able to write a tag.

28.3.1. When completing the pallet CAPPING process in GATES, a screen will appear asking: "Do you want to print a Pallet Placard?" Answer "YES." Another pop-up question will appear: "Do you want to write an RFID tag?" Answer "Yes." The time to write a tag will vary depending on the number of TCN and requisition records being written to the tag. When the tag write activity is successfully completed, a pop-up screen will display the pallet ID and tag number to which the pallet information is written. Remove the RFID tag from the TDS and attach it to the appropriate pallet or rolling stock.

NOTE: If a tag was previously written on the GATES Client PC for the pallet you are trying to CAP (e.g., Pallet SUUL8K was just written using this TDS), another screen query may pop-up asking, "Pallet=SUUL8K. Are you sure you want to overwrite it?" Ensure you have the correct pallet ID and RFID tag ID and then select "Yes." This query serves as a warning screen and prompts you to confirm which pallet information you will write to the tag.

28.3.2. Attach RFID tags to the pallet netting using two nylon tie wraps (self-locking strips NSN: 5975-00-899-4606), preferably in a "vertical" orientation. Attach the tag near the top left corner of the pallet, on a side containing a pallet placard. Ensure the RFID tag is attached outside of any plastic or over wrapping. On low profile pallets, attach the RFID tag on the top of the pallet as close to the center as possible.

28.3.3. Attach RFID tags near the placard on equipment, or in a location where the tag will not be damaged. Also, ensure it is in a location that reasonably assures they can be interrogated as the

cargo flows through the movement process. In addition, the RFID tags must be on the outside of the piece of equipment.

29. Aircraft Pallet Limitations and Considerations:

29.1. C-5 Aircraft:

29.1.1. The weight limit on the forward or aft ramp is limited to 7,500 pounds per pallet position or a maximum ramp load of 15,000 pounds. The maximum height for pallet positions 35 and 36 (aft ramp) will not exceed 70 inches.

29.1.2. The 463L pallets loaded in pallet positions 1, 2, 35, and 36 (forward and aft ramps) will have a 14-inch safety aisle that will extend from the outboard edge of the pallet to the vertical stacking line of the cargo. This allows aircrew members ample clearance for installing/removing ramp manual locking pins and for visually checking the mechanical lock indicators.

29.1.3. The maximum height of cargo/mail on single netted pallets for positions 1 through 34 is 100 inches.

29.1.4. The height limitations for oversized single items of palletized cargo (e.g., aircraft fuselage assemblies, containers, and special equipment, etc.) is 108 inches above the upper surface of the pallet for cargo to be loaded through the aft end of the aircraft and 156 inches for cargo to be loaded through the forward end of the aircraft. (See TO 1C-5A-9 for more details.)

29.1.5. When 20 or more passengers/troops are planned for the C-5, leave a pallet position open to accommodate palletized baggage.

29.1.6. Ensure the maximum width of 104-inches of usable area of the pallet is not exceeded and no lateral projections or lateral overhangs exist TO 1C-5A-9.

29.1.7. When loading stacks of empty pallets into the logistics restraint rail system of the aircraft refer to TO 1C-5A-9-2 for loading instructions.

29.1.8. Do not place cargo in a position that restricts the use of the flight deck or troop ladders.

29.1.9. All classes of hazardous materials listed as acceptable for air shipment may be transported by C-5 aircraft. Load palletized and loose shipments of hazardous materials in the aft-most positions of the aircraft (including ramp), when load configuration and aircraft limitations permit.

29.1.10. For more specific guidance on C-5 aircraft limitations consult TO 1C-5A-9.

29.2. C-17 Aircraft:

29.2.1. The C-17 has the capability to carry 18 463L pallets in the logistics restraint rail system LRS or 11 463L pallets in the aerial delivery rail system ADS.

29.2.2. The logistics system can carry 14 pallets on the main cargo floor and 4 on the ramp. The 88" sides of these pallets are loaded laterally in the aircraft. The ADS can accommodate 9 pallets on the main cargo floor and 2 pallets on the ramp.

29.2.3. Household goods containers may overhang the 108-inch side, but by no more than 1-inch, and must be raised ¾ inch in order for the locks to clear the cargo and engage. The overhang towards the center of the aircraft will not impede use of the center aisleway.

NOTE: ADS rail position only on the C-17.

29.2.4. Due to oxygen lines above pallet position 1 of the ADS, use extreme caution when loading pallets that exceed 78" in height.

29.2.5. All netted pallets are limited to 100 inches in height, if less than 8,000 pounds, 96 inches for netted pallets up to 10,000 pounds.

29.2.6. When 20 or more passengers/troops are planned for the C-17, leave a pallet position open to accommodate palletized baggage.

29.2.7. For more specific guidance consult TO 1C-17A-9.

29.3. KC-10 Aircraft:

29.3.1. The KC-10 has the capability to carry twenty-two 463L pallets side by side in the aircraft rail system. These pallets will be oriented 88 inches wide and 108 inches long. There is only a one-inch separation between pallets at the aircraft centerline; therefore, no lateral overhang is permitted. Ensure the maximum length of 104 inches useable area of the pallet is not exceeded, and no lateral projections or lateral overhangs exist. The cargo must be contoured on the outboard side, along the side wall. The following two pallet profiles simplify pallet build up:

29.3.1.1. 104 inches long by 84 inches wide by 70 inches high for pallet positions 2-10.

29.3.1.2. 104 inches long by 65 inches wide by 60 inches high for pallet positions 11 and 12.

29.3.1.3. Although these simplified profiles may be exceeded, the use of these profiles expedites the loading process and reduces the number of pallets rejected. (See TO 1C-10(K) A-9 Figures 4.1, 4.2, 4.3, and 4.4 for pallet contours information)

29.3.2. No provisions allow for floor loading cargo or baggage without special authorization. When 10 or more passengers are planned for the KC-10, leave a pallet position open to accommodate passenger baggage.

29.3.3. In-flight jettison capability is non-existent on the KC-10 aircraft. This must be taken into consideration when planning the KC-10 cargo load. When hazardous materials are loaded, they must be accessible during flight and must be placed on the contoured side, which will be along the sidewall.

29.3.4. When loading stacks of empty pallets, they should be placed on one side of the aircraft only. This will avoid binding on each other when being positioned in the rail system.

29.3.5. When cargo on skids or supports is loaded consideration will be given to placing the supports at least 10 inches from the forward and aft edges of the pallets to accommodate concentrated load limits pallet positions 6-8.

29.3.6. Pallet trains can be accommodated in the longitudinal orientation (88 inches wide by 217 inches long). The separation of the pallets in the rail system is only one inch and requires a special coupler (marked for KC-10's).

29.4. Commercial Aircraft:

29.4.1. See AMCPAM 24-2 V1, Civil Reserve Air Fleet Load Planning Guide for general planning guidance.

29.4.2. Specific guidance on capabilities and limitations associated with a specific type of commercial aircraft may be obtained by contacting the appropriate carrier representative.

29.4.3. The final responsibility for load planning commercial aircraft rests with the specific carrier.

29.5. C-130 Aircraft:

29.5.1. The maximum height for cargo/mail loaded in positions 1 through 5 is 100 inches (***EXCEPTION:*** there is a pallet height restriction for pallet position 1 if overhead rack is installed).

29.5.2. Ramp pallets (position 6) are limited to a gross weight of 4,664 pounds and 76 inch height.

29.5.3. Safety Aisles (See Figure 29.1).

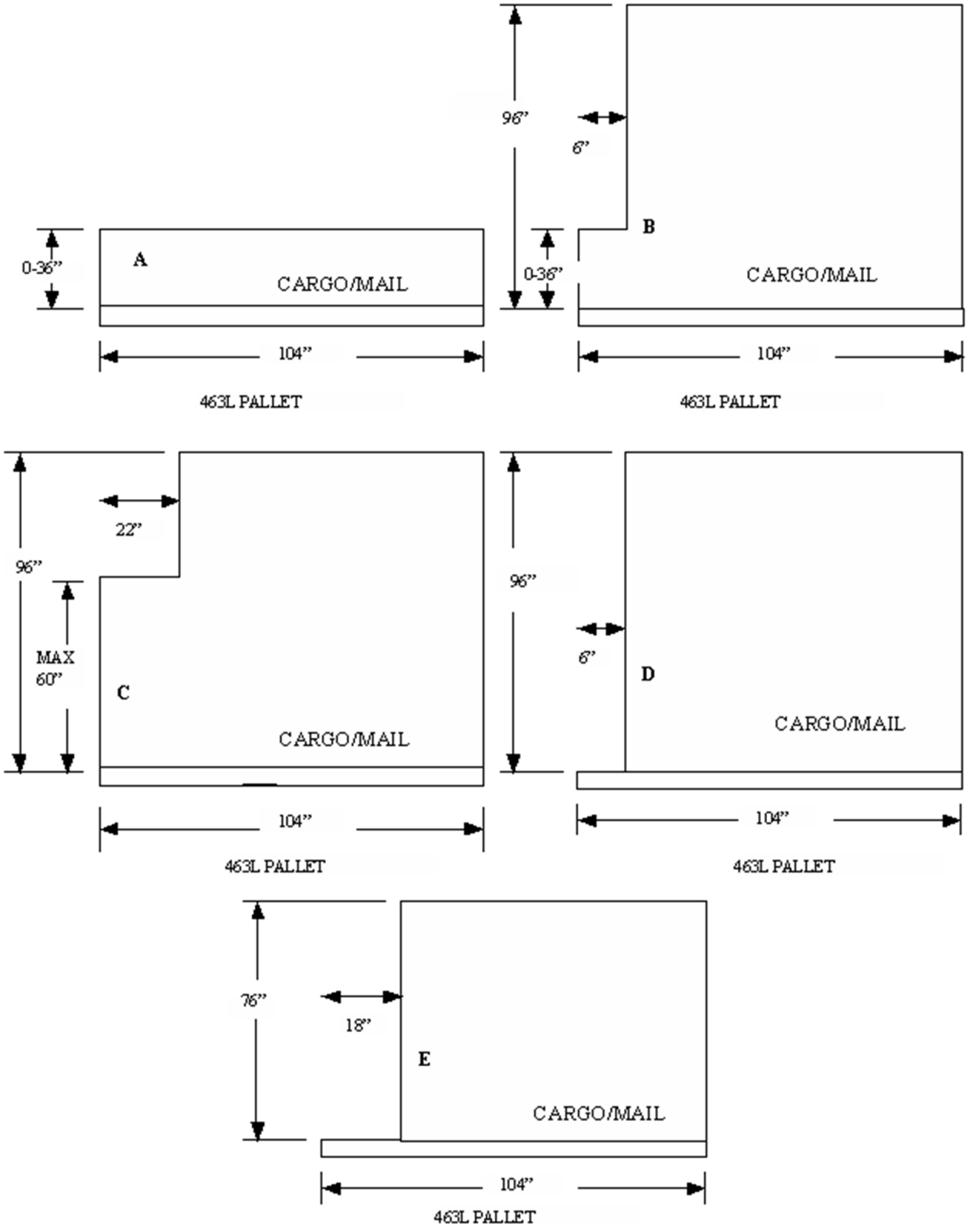
29.5.3.1. When passengers are being airlifted, maintain an unobstructed aisleway in the wheel well (positions 3 and 4) and ramp area to provide access to emergency exits. This aisleway will be a minimum of 14 inches wide between the outer edge of the cargo and the aircraft and will begin at the outer edge of the cargo ramp floor. The dual rail outboard frame provides 8 inches of this requirement on the main cargo floor. The other 6 inches is provided by the pallet/cargo aisleway (reference Figure 29.1). This aisleway should normally be on the left side of the aircraft. Determine the left or right side of an aircraft by standing at the rear of the aircraft, facing forward. Cargo loaded on the aircraft ramp must provide an 8-inch aisleway beginning at the outboard edge of the dual rail outboard frame. Additionally, access to the aft latrine facilities requires a 20-inch clear area on the forward left or right side of the ramp (reference Figure 29.1). On C-130E and H (prior to 83-0486) the clear area must be on the left side of the pallet. On C-130H (83-0486 and up) the clear area must be on the right side of the pallet.

29.5.3.2. If the ramp aisleway requirement stated above cannot be achieved on missions carrying crew only or authorized mission-essential personnel, complete one of the following: maintain an aisleway in the wheel well area that provides a minimum of 14 inches between the outer edge of the cargo and aircraft. The cargo height should not exceed 36 inches above the floor/pallet/platform. Or, establish a minimum of 30 inches between the outer edge of cargo and the aircraft with cargo not exceeding 60 inches in height from the floor/pallet/platform (reference Figures C-4 A,B, and C). The dual rail outboard frame provides 8 inches of this requirement on the main cargo floor.

NOTE: On all missions, cargo will be loaded in such a way that the crew will have access to the rear of the aircraft. Loads in Section VI of TO 1C-130A-9 are specific and do not require a waiver.

29.5.4. When 20 or more passengers/troops are planned for the C-130, leave a pallet position open to accommodate palletized baggage. For more specific guidance, consult TO 1C-130A-9.

Figure 3. Safety Aisles for C-130 Aircraft.



29.6. KC-135 Aircraft:

29.6.1. Loose cargo and mail may be loaded in cargo baggage bins secured in the aircraft or floor loaded.

29.6.2. Warehouse skid mounted cargo may be loaded using warehouse pallet jacks and secured with tie-downs. Plywood shoring must be used to protect the cargo floor when using pallet jacks.

29.6.3. Build pallets no higher than 65 inches with appropriate contour (see Figure 29.2).

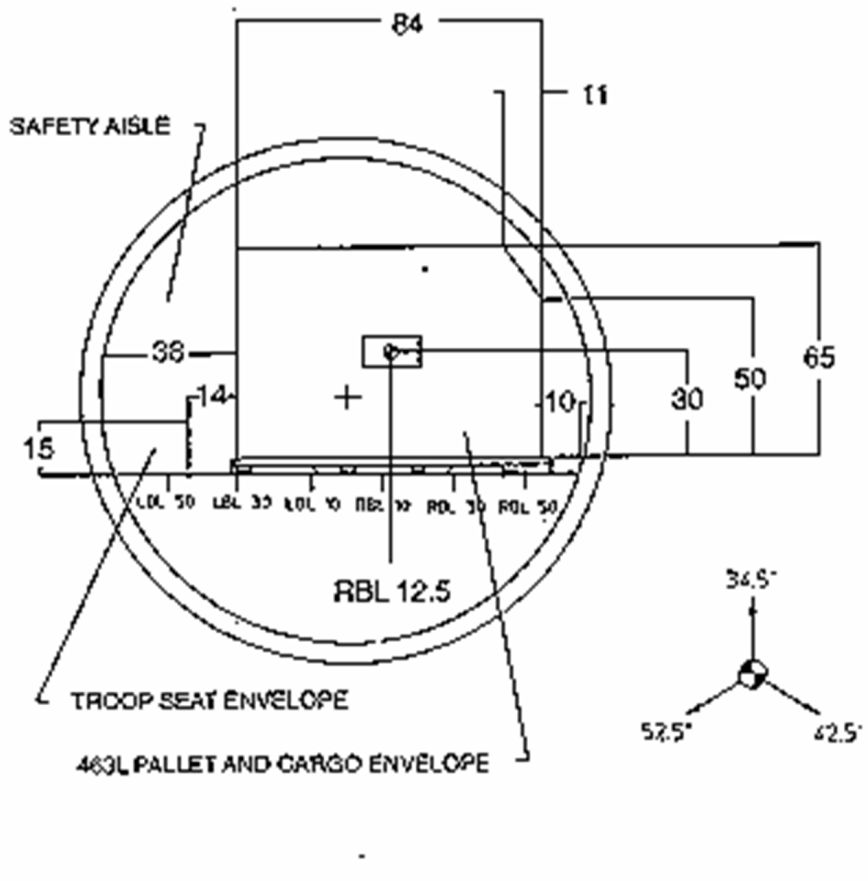
29.6.4. No overhang is allowed on any side of the pallet.

29.6.5. When possible, a 6-inch aisle will be constructed on the 108-inch side, opposite the pallet contour. This aisle way will provide additional space for passenger movement.

29.6.6. Due to limited jettison capability, certain cargo containers for hazardous materials are limited in size to 20 X 48 inches, and 75 pounds per item. Exceptions to these size and weight limitations will be on a case-by-case basis; boom operators must ensure these containers will fit through the aft emergency escape hatch. Hazardous items that do not have the capability to leak, smoke, or damage the aircraft are not limited to these size and weight limitations.

29.6.7. For more specific guidance consult TO 1C-135-9.

Figure 4. KC-135 Pallet Contour Profiles.

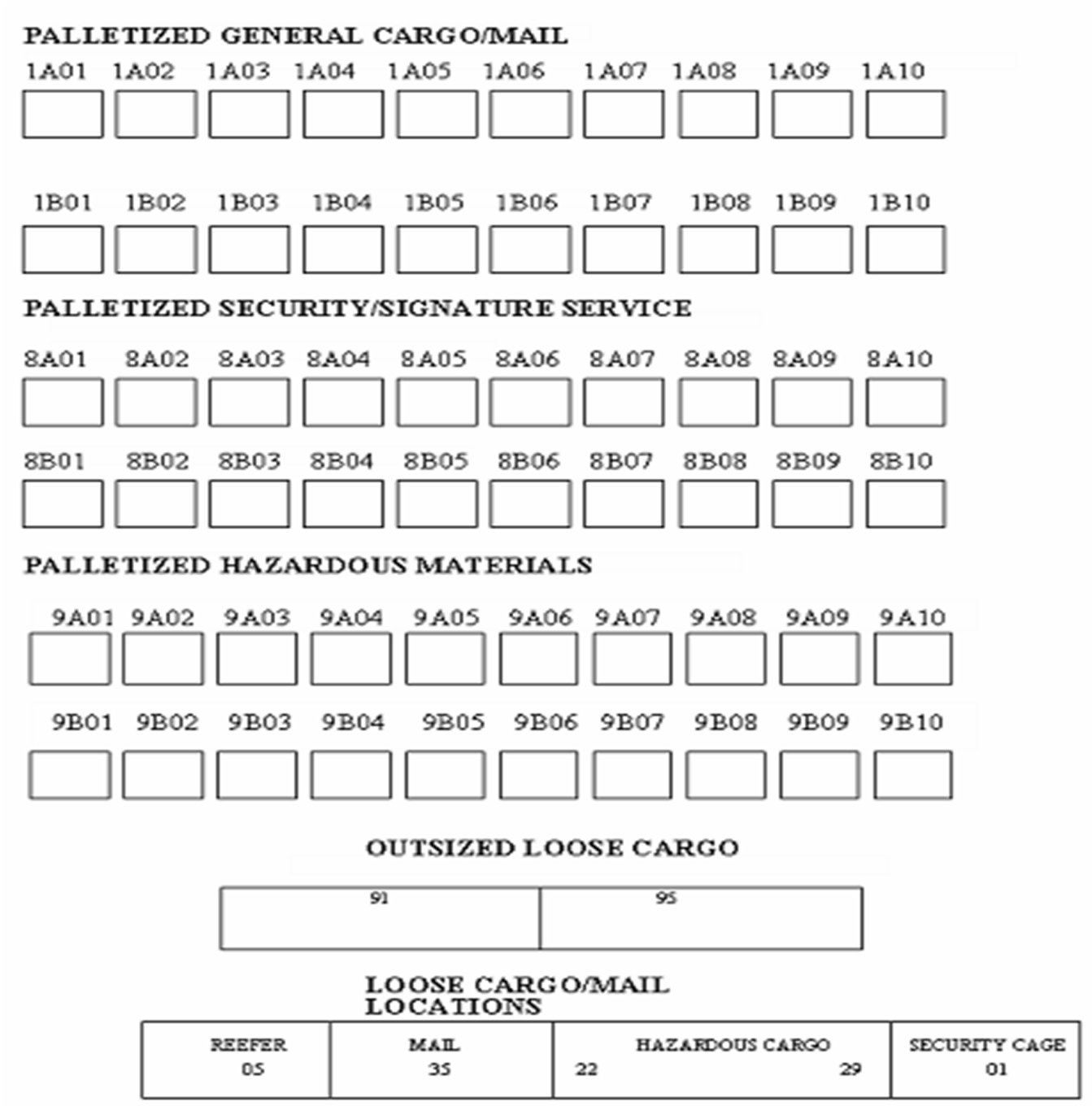


30. Storage Grid and Bay Locations. Establish a storage grid location system within each air terminal, according to figures C-6 and C-7 grid/bay locations. Use these figures and this paragraph as a guide based on facilities, volume of cargo, and storage space.

Table 2. Standard Pallet/Bay Location System.

PALLET AREAS	
General Cargo/Mail	Areas 1 through 7
Special Handling Materials	Areas 8 and 9
Security/Signature Service Materials	Area 8
Hazardous Materials	Area 9
BAY LOCATIONS	
Security/signature service	Bays 01- 04
Shipments requiring refrigeration	Bays 05 - 08
FSS/MICAP/VVIP shipments not requiring special handling (signature service, refrigeration or hazardous properties)	Bays 09 - 10
Hazardous Materials by Category:	
Explosives (Class 1.1, 1.2, 1.3, 1.4, 1.5, 1.6)	Bays 11 - 17
RESERVED FOR FUTURE USE	Bays 18-21
Compressed gases (Class 2)	Bay 22
Flammable liquids (Class 3)	Bay 23
Flammable solids (Class 4)	Bay 24
Oxidizing Substances (Class 5)	Bay 25
Poisonous Liquids and Infectious Substances (Class 6)	Bay 26
Radioactive materials (Class 7)	Bay 27
Corrosives (Class 8)	Bay 28
Miscellaneous Dangerous Goods (Class 9)	Bay 29
Oversize/outsize loose hazardous cargo	Bay Location 30
Other Shipment Categories	
Loose Cargo/Ordinary Mail Shipments	Bay 31 - 90
Oversize/Outsize Loose Cargo	Bay 91 - 95
Frustrated Shipments	
General Cargo Bay	Bay 96
Oversize Cargo	Bay 97
Reefer	Bay 98
Security cage	Bay 99

Figure 5. Pallet Areas/Locations.



31. In-transit Cargo/Mail:

31.1. General. Handle loose cargo/mail the same as originating. Change the receipt and in-check times on prime TCMD records. Segregate and position cargo by destination, consignee, priority, etc. Enter into GATES the two-digit warehouse bay location or for manual stations annotate the appropriate TCMD field with the two-digit bay location.

31.1.1. Do not change the APOE on the prime TCMD record unless the cargo/mail was received on a non-TWCF mission. Change the APOD when the original APOD is the station processing the shipment for onward movement to final destination by AMC airlift. In this case, change the APOE to indicate the station processing the shipment and change the APOD to indicate the final AMC destination. This change is necessary to ensure billing will occur for each segment of movement.

31.1.1.1. A shipment originates at Dover (DOV) and the final destination is Sinop (SIO) Turkey. The APOE indicated on the documentation is DOV and the APOD is Adana (ADA). When the shipment reaches ADA, change the APOE to indicate ADA and change the APOD to indicate SIO.

31.1.1.2. A shipment arrives via surface transportation at Charleston (CHS) and the documentation indicates DOV as the APOE. In this case, the APOE requires a change to indicate CHS if there is an AMC channel from CHS to the APOD.

31.1.1.3. An example when the APOE should not be changed is when a shipment originates at Travis (SUU), the final destination is Ramstein (RMS) and the shipment is moved on a TWCF mission from SUU to DOV. Dover would not change the APOE to indicate DOV since billing has already occurred from SUU to RMS.

31.2. Procedures. Immediately on landing at in-transit stations, all MICAP and TP-1 cargo with expedite handling indicators will be offloaded and processed for onward movement as quickly as possible, but not to exceed 12 hours after aircraft arrival (block time).

31.2.1. All other cargo/mail will be processed for onward movement as quickly as possible, but not to exceed 18 hours after aircraft arrival (block time).

31.2.2. Quality Control (QC)/Inspect all cargo/mail pallets to verify documentation and the information on the original AF Form 2775, is correct. Replacard if necessary. Assign a pallet location and process “cap” the pallet. Do not change the APOE field unless cargo/mail was received on a non-TWCF mission.

31.2.3. Manually check cargo/mail against the accompanying documents to ensure each shipment unit is complete and properly documented. Perform a visual inspection of all cargo/mail to ensure it is packed, marked, and labeled IAW applicable directives.

31.2.3.1. Inspections will include verification of outside dimensions, center of balance CB markings and weight of all items over 1,000 pounds. CB computation instructions are given in paragraph **23.** of this volume, and TO 1C-XXX-9.

31.2.4. Refer discrepant shipments and reconcile all irregularities (e.g., packing, marking or labeling) with the CSB/ACA prior to acceptance into the AMC airlift system. See **Section E** of this volume for specific guidance.

31.2.4.1. The CSB is responsible for the preparation of SF 364, Report of Discrepancy, IAW DOD 4500.9R Part II, Chap. 210, on shipment frustrations that result in a delay or additional packaging costs at CONUS air terminals.

31.2.4.2. AMC aerial port air freight offices outside of CONUS are responsible for the preparation and distribution of all SF 364s prepared on shipments transiting the aerial ports.

31.2.5. Ports must ensure proper customs documentation is received for and accompanies each personal property shipment to final destination. Some overseas countries require unique customs documentation. Contact your local CSB/ACA or Traffic Management Office TMO for specific requirements.

31.2.5.1. Overseas ports must ensure a DD Form 1252/1252-1, **US Customs Declaration for Personal Property Shipments**, is received for each personal property shipment terminating in the Customs Territory of the United States CTUS IAW DOD 4500.9R Part V.

31.2.6. Completely code J pallets pre-built by carriers, ensure the name of the carrier and CBL/GBL number are clearly identified on the pallet.

31.2.7. At manual stations, enter the GMT hour code and last two digits of the Julian date in the appropriate field of the TCMD when the cargo/mail is completely processed for onward movement.

31.2.8. CONUS Landbridge Cargo Procedures. Landbridge cargo is cargo moving intratheater by transiting the CONUS. The cargo will move across the CONUS by commercial air or surface transportation to another AMC Aerial Port for continued onward air movement to final destination.

31.2.8.1. The cargo destined for other APODs may be moved on positioning, depositioning, or opportune airlift when there is onward air movement forecasted to depart within 24 hours. This is for cargo that is destined for final delivery at the same installation where the aircraft and aerial port are located. Landbridging is also for cargo transshipped through an APOE having an established channel route to the APOD IAW the current AMC Air Channel Sequence Listing. The latest version can be downloaded from the World Wide Web at: **https://tacc.scott.af.mil/directorates/xog/analysis.asp**. All other cargo will be turned over to the local traffic management office TMO for onward movement to its ultimate destination.

NOTE: Assuming the air channel in the channel sequence listing is from Travis to Yokota A.B.

31.2.8.1.1. The shipment arrives at Dover AFB with the ultimate destination of Yokota AB. The shipment could move via opportune air (24-hour rule) or landbridge to Travis AFB only.

31.2.8.1.2. The shipment arrives at McChord AFB with a destination of MacDill AFB. This shipment does not qualify as a landbridge shipment and must be turned over to the TMO for onward commercial movement to MacDill AFB, because the cargo is not returning to the airlift system.

31.2.9. Opportune airlift within the CONUS. The cargo departing an AMC port with a destination in the CONUS may be shipped opportune airlift if the APOD is the final destination. The opportune airlift may be used if cargo is not held for more than 24 hours. The shipments made under this subparagraph must not require any onward movement from this APOD. Additionally,

opportune airlift may be used on a case-by-case basis for any shipment that the opportune airlift will carry from origin to final destination, thus meets the intent of DOD 4500.9R, Part II, *Cargo Movement*, Chapter 202.

31.2.9.1. The cargo requiring expeditious/rapid parts movement such as agile logistics, 999, and MICAP should not be held for opportune airlift. Organic airlift will only be used if readily available at the time of air inbound receipt. The movement should be by the most expeditious mode available to meet time definite standards.

32. Terminating Cargo/Mail:

32.1. General. Segregate and position cargo by destination, consignee, priority, etc. For manual procedures, annotate the appropriate TCMD field with the two-digit bay warehouse location. AMC possession time terminates when the cargo/mail is released to the carrier or consignee.

32.2. Procedures:

32.2.1. At terminating stations, all MICAP will be immediately offloaded and released to the consignee. TP-1 cargo with expedite handling indicators will be offloaded and processed for release to the consignee as quickly as possible, but not to exceed 12 hours after aircraft arrival (block time).

32.2.2. All other cargo/mail will be processed within 18 hours of aircraft arrival (block time).

32.2.3. Manual stations will enter the GMT hour code and last two digits of the Julian date in the appropriate field of the TCMD when the cargo/mail is completely processed for turnover to the receiving agency. At manual stations, enter this time in the date shipped field of the TCMD.

32.3. Remove RFID tags attached to the pallets when the nets are removed. Flip the battery, rendering this tag inoperable until it is ready to be reused. Reuse these tags on pallets built at the port.

NOTE: Do not remove RFID tags from pallets that retain their capped status for movement beyond the APOD. If a pallet containing an RFID tag is "uncapped," and the cargo configuration is changed, rewrite the RFID tag with the newest pallet information when the pallet is recapped.

33. Terminating Cargo/Mail Inventory

33.1. General. In order to reconcile transportation records (including the GATES database) with cargo and mail actually on hand, Air Freight/TMO will conduct a daily physical inventory of all terminating cargo and mail using GATES Hand Held Terminals (HHT) when available. Inventory the security cage and transfer accountability at each shift change. The security cage inventory will be jointly accomplished by the outgoing and oncoming shifts. Single shift operations will inventory the security cage twice daily, at the beginning and end of the duty day.

33.1.1. Inventory the explosive storage area at the beginning and end of each shift or when there are signs of tampering. Geographically separated explosive storage locations are not required to be inventoried daily unless entered. An inventory is not required on days when operations are closed.

NOTE: Inventory procedures for air outbound cargo/mail are in AMCI 24-101, Vol 9.

33.2. Procedures. The physical inventory of terminating cargo and mail will encompass the entire terminal. The special handling section is responsible for conducting the inventory of all special handling

cargo and registered mail (cargo and mail that has been receipted for by TMO, postal authorities or consignee, but still located in the terminal is exempt from inventory). Reconcile cargo or mail on hand, which is either not listed on inventory documents or which is listed but not on hand using "can't locate" files, over/short shipment procedures, etc., IAW DOD 4500.9R, Part II, AMCI 24-101, Vol 6 and this volume.

33.2.1. A copy of the terminating cargo and mail inventory will be maintained by Air Freight for a period of 30 days to provide historical port data. Dispose of all documents IAW AF Records Disposition Schedule available on-line at **https://afrims.amc.af.mil**.

33.3. Database Management. Port management will review GATES-Deleted Records Report daily to provide reasonable assurance that shipment deletions from the database are authorized and documented. This information is available every 24 hours after GATES is updated, via GATES reports. The RSN code and deletion information list the ALPHA deletion code plus the clear text name of the individual who performed the transaction. (***EXCEPTION:*** Deletions which are transacted because of a change from shipment control to piece control splits, and vice versa, will list an explanation instead of a name). Reference AMCI 24-101, Vol 6 for more details.

34. Release of Cargo/Mail to Consignee Representative:

34.1. General. Air Freight will obtain an official written communication from all consignee activities that lists the name, rank, and organization of individuals authorized to pickup general cargo. Include the security clearance of personnel authorized to pickup classified, signature service cargo and registered mail. A DD Form 577, **Signature Card**, local forms, or letter will suffice. At overseas locations, indicate each individual's DEROS on the authorization.

NOTE: Only US military and US civilians with the appropriate security clearance may sign for classified shipments and take custody of them.

34.1.1. Authorizations are effective for 2 years from issue date. Air Freight will establish procedures to ensure outdated authorizations are deleted each month. Local management will determine when to return outdated authorizations to issuing organization with instructions that a new consignee authorization is required. Organization commanders authenticate consignee authorization letters or forms.

NOTE: Unit mobility cargo may be turned over to the owning unit without an authorization letter.

34.1.2. Hand-carried letters requesting release of cargo/mail to individuals not identified in the official communication will be verified by a return telephone call to the authenticating agency of the unit requesting the exception on a case-by-case basis. Air freight personnel will obtain signatures from authorized personnel picking up cargo/mail.

34.1.3. The Air Mail Terminal AMT will identify personnel who are authorized to receipt for registered mail on a local access list and/or DD Form 577. United States Postal Service (USPS) is not required to furnish a list of employees who are authorized to receipt for mail of any category. All USPS employees are required to carry identification cards and, if not recognized, will be asked to present this identification.

34.1.4. Local AMC commanders or contract equivalent will ensure responsibilities and procedures for transfer of air cargo custody are adequately covered under provisions of interservice and/

or host tenant support agreements IAW AFI 25-201, AMC Sup 1, *Support Agreements Procedures*, thereto, and DODI 4000.19, *Interservice and Intergovernmental Support*.

34.2. Procedures. Use the TCMDs, quick release document, truck manifest, or other automated listing for a receipt on all cargo released to TMO or other consignees. A signature is not required when the air terminal and TMO are both under the operational control of AMC and located in the same facility. The TMO is responsible for accounting for shipments moved and/or released to local consignees.

34.2.1. Air terminal personnel will obtain a receipt from postal authorities or AMT for mail shipments on the DD Form 1384, DD Form 1385, **Cargo Manifest**, or other automated listing.

34.2.2. When TMOs, consignees, or postal authorities arrive at the air terminal, a terminal representative will load cargo/mail on vehicles for onward movement to final destination. At locations where aerial port personnel accomplish blocking and bracing, establish an operating instruction to cover these procedures.

35. Terminating Cargo/Mail Manifest Control:

35.1. General. Priority of mission loads to be processed will be determined by aircraft arrival time, cargo priority, movement indicators, and SET. The terminating function is responsible for in-checking and processing all cargo except registered mail, signature service cargo, and AMC MICAP/VVIP which are accomplished by special handling.

35.1.1. AMC Form 156, **Terminating Cargo/Mail Manifest Control Log**, or automated product, will be used to log manifests. File completed AMC Forms 156 by month and dispose of IAW AF Records Disposition Schedule available on-line at **https://afrims.amc.af.mil/**.

35.2. Procedures:

35.2.1. As manifests are received, screen them to ensure cargo/mail requiring special consideration will be processed as soon as possible, e.g., MICAP/VVIP, TP-1 with expedite handling indicators, registered mail, biologicals, signature service, purple sheet/green sheet, etc.

35.2.2. At automated stations, use the inbound manifest or electronic transfer for input to the database if no downline manifest is received.

NOTE: Check the manifest destination to ensure through-load manifests are not input. Processing can be started prior to the computer output by using the inbound manifests. The DD Form 1385 will be used for manual in-checking IAW DOD 4500.9R Part II.

35.2.2.1. Release of terminating cargo during GATES down time or software problems that prevent automated release: GATES database problems or loss of connectivity should not prevent the timely release of terminating cargo. Use DD Form 1384, **Transportation Control and Movement Document**, as an alternate method for manual release of cargo. Develop sound procedures to manually record and subsequently reconcile database records once GATES connectivity is reestablished, or trouble tickets on individual shipments are cleared.

35.2.3. Automated stations will produce offload processing lists/in-check lists for inprocessing all cargo/mail. Use the inbound manifest at all other stations for inprocessing. All stations will use the inbound manifest for inprocessing registered mail and in-transit pallets.

35.2.4. All registered mail, signature service, and AMC MICAP/VVIP cargo will be receipted by special handling personnel. An Air inbound registered mail manifest, truck manifest, or DD Form 1384 will be used for a receipt when registered mail is turned over to the postal authorities. The original signed copy will become the station file copy. Annotate the terminating manifest control log at the time the manifest is delivered to special handling. Air freight officers/TMO, or equivalent, may publish a joint operating instruction to cover retrograde processing.

35.2.5. All cargo and mail must be accounted for during processing. Air Freight personnel must make every effort to locate missing cargo/mail by checking the aircraft and each cargo/mail handling section, vehicles used to offload the aircraft, etc. Cargo/Mail not located IAW paragraph **56.** as a short shipment. Document Cargo received on the mission, but which was not manifested, IAW paragraph **47.** as an over shipment.

35.2.6. Ensure all shipments on a mission are accounted for or documented as an over/short shipment by adjusting manifest totals, if necessary. The terminating cargo processor will then sign the manifest and enter the processing GMT hour and date code on the manifest. The manifest, offload processing lists or in-check lists will be given to records section personnel within 18 hours of aircraft arrival. After the manifest has been delivered to the records section, annotate the appropriate column of the AMC Form 156. This process is automated at GATES stations.

Section D—Special Cargo

36. General Information:

36.1. Definition. Special Cargo is cargo which requires any special handling involving acceptance, air movement, environmental control, handling, packaging, security, or any combination of these factors.

36.2. Application. Based upon local needs, units will develop procedures and ensure necessary support agreements are negotiated for required functional support. Special cargo moving on AMC contract missions must be moved IAW the current contract.

37. Special Cargo Inventory:

37.1. General. The special handling function is responsible for conducting an inventory of security cages/rooms, reefers, and hazardous/explosives cargo areas, and will establish internal procedures to maintain accountability for security shipments pending load selection and manifesting. Under no circumstances will documents reflecting the classification of the cargo be attached to the shipment.

37.2. Security Cage/Room Access. Access to security cages/rooms is restricted to personnel who have written authorization from the unit commander, or designated representative. The unit commander or designated representative will compile and post an access list near the facility entrance. The access list will identify authorized personnel and those who require escort.

37.3. Procedures. Special handling will inventory storage facilities using GATES Hand Held Terminals (HHT) when available and generate an AMC Form 214, **Security Cage Log and Inventory**. Stations may use an automated local product in lieu of the AMC Form 214. Data requirements, inventory frequency, and disposition remain unchanged. Inventory all cargo in security areas and transfer accountability at the beginning and end of each shift. Outgoing and incoming shifts will accomplish

inventories jointly. Single shift operations will inventory security areas at the beginning and end of the shift. An inventory is not required during periods when operations are closed.

37.3.1. Initiate the AMC Form 214 or other automated product at the closest shift change to 0001 hours local each day. Annotate the log as shipments are placed in or removed from the storage facility. Inventory of containerized registered mail will be conducted by the seal/listing. Retain AMC Forms 214 or other automated product in the Special Handling Section and dispose of IAW the AF Records Disposition Schedule available on-line at **https://afrims.amc.af.mil**.

38. DD Form 1387-2, Special Handling Data/Certification:

38.1. General. This form is used to identify and provide special handling instructions for biologicals, classified, in-bond, perishable, remains of deceased personnel, and signature service shipments when shipped by military air. The DD Form 1387-2 will be prepared by the shipper and affixed to each container requiring special handling. The shipper furnishes the originating air terminal with two additional copies of the form. The shipper prepares the DD Form 1387-2 IAW DoD 4500.9R, Part II, Chapter 205.

NOTE: Use of the DD Form 1387-2 is not to be confused with the use of the Shipper's Declaration for Dangerous Goods.

38.1.1. When shipments are manifested for airlift, staple one copy of DD Form 1387-2 for each shipment to the manifest placed aboard the aircraft.

38.1.2. When shipments covered by DD Forms 1387-2 are offloaded at in-transit stations, remove DD Forms 1387-2 from accompanying manifests. When shipments are remanifested, attach DD Forms 1387-2 to the outgoing manifests.

38.1.3. The air terminal representative loading the special handling shipment at a non-AMC station is responsible for ensuring the aircraft commander or designated representative is thoroughly briefed on the nature and location of the shipment aboard the aircraft, including handling or treatment required.

38.1.4. Attach the DD Forms 1387-2 for each shipment to the station file copy of the manifest and send to the ATOC for inclusion in AMC Form 77, **Mission Folder**. Intransit terminals may reproduce completed DD Forms 1387-2 as necessary.

38.1.5. When a shipment requires onward movement by a commercial mode of transportation, give TMO the DD Form 1387-2 along with the inbound manifest.

39. Classified and Security Cargo Shipments:

39.1. Identification. It is the shipper's responsibility to notify the air terminal when a shipment is classified, the degree of classification, if it requires security protection, and whether it is hazardous.

39.2. Application. Provide signature service for the following types of shipments:

39.2.1. Material classified SECRET or CONFIDENTIAL.

39.2.2. Sensitive shipments.

39.2.3. Others requiring special handling in exceptional cases:

39.2.3.1. Biologicals and blood of such urgency that human life depends upon immediate receipt.

39.2.3.2. Human remains.

39.2.3.3. Money or gold bullion.

39.3. Custodial Responsibility. The above shipments will be airlifted under the care of a crew member on military missions and tendered to the contractor for transportation protective service (TPS) handling on contract commercial missions. All air terminal representatives who receipt for classified shipments must possess a security clearance equal to or higher than the highest classification of the affected shipment and will be identified on a local authorization letter. Aircrew member security clearance will appear in the flight orders. Alternatively, when appropriate, the shipments may be moved under the care of an authorized escort/courier on military and/or contract missions. Couriers will be selected by ATOC in conjunction with passenger service IAW AMCI 24-101, Vol 6.

39.4. Handling. When unescorted classified shipments under the care of the aircraft commander or a designated representative arrive at destination, immediately notify the consignee of the arrival of the shipment and obtain a receipt when the shipment is turned over to the consignee. TOP SECRET shipments will be accepted for movement by AMC IAW DODD 5200.1R/AFI 31-401, *Information Security Program Management*.

39.5. Custodial Transfer:

39.5.1. The GATES/CMOS manifest or DD Form 1907, **Signature Tally Record**, will be used to transfer custody of shipments requiring special security precautions IAW AFI 24-201 into the AMC airlift system. Terminate the transfer document offered by the shipper and file with other transportation documents arriving with the shipment.

39.5.2. Only US military and US civilians with the appropriate security clearance may sign for classified shipments and take custody of them.

39.5.3. The terminal will deliver material to the selected escort or aircrew members. The signature and printed name and rank of the recipient on the air manifest indicate evidence of delivery. The person who relinquishes custody of the shipment will always retain a signed copy of the manifest. Send the signed copy to ATOC for inclusion in AMC Form 77. The escort or aircrew member retains the remaining manifest copies for subsequent transfer at en route or final destination stations.

39.5.4. Signature service cargo placed on pallets that contains general cargo will be handled on an individual shipment basis and will not be consolidated. Shipments moved in this manner will be visibly identifiable for accountability and proper transfer between Air Freight/crew members and/or couriers.

39.5.5. The terminal representative at enroute destination, final destination, or transship point will relieve the escort or aircrew member of the material upon arrival. The escort or aircrew member will retain a signed manifest copy for personal records and turns over the remaining manifest copies to the terminal representative. Terminal representatives are not required to relieve escorts or aircrew members during standard ground times and where there is not a change of aircrews.

39.5.5.1. En Route Transfer. When an aircraft maintenance or operational emergency dictates an extended ground time at an enroute location, an appropriate air terminal representative will

accept responsibility for the cargo upon aircraft arrival. Terminal personnel will determine whether the intransit signature service cargo should remain on the aircraft or be transported/ stored in the terminal's secure area. In either event, the air terminal will relieve the aircrew of custody. Prior to aircraft departure, an aircrew member will again take responsibility for the cargo by signing the cargo manifest.

39.5.5.2. Direct Transfer. If extended ground time is not projected, direct transfer between escorts or aircrew members may be accomplished at an enroute station where the outbound escort or appropriate aircrew member is available to relieve the inbound escort or aircrew member within 30 minutes. If outbound escort or aircrew personnel are not available, an appropriate air terminal representative will accept responsibility and sign for the cargo.

39.5.5.3. The transfer cycle continues until the cargo is delivered to the consignee or a consignee representative. If the cargo is manifested to the consignee or representative a GATES/ CMOS manifest or DD Form 1907 must be accomplished by the APOD. These documents will serve as verification of final delivery.

39.6. Security. All classified/security cargo will be safeguarded while in the custody of the air terminal. Notify the appropriate base security agency of requirements for armed guard surveillance of cargo within the terminal complex, or on AMC aircraft (DODD 5200.1R/AFI 31-101). Present the local access authorization to the aircrew member prior to transfer of custody and receipt of a classified shipment.

39.7. Split Shipments. Classified and security cargo shipments will not be split after being received into the airlift system unless it is necessary for palletization purposes or because a single shipment exceeds the airlift capability of a single aircraft. Maintain shipment integrity when splitting shipments for palletization purposes. Shipments that are split because the entire shipment exceeds a single aircraft capability will be shipped on the minimum number of aircraft possible.

39.8. Discrepant Shipments. Classified and security cargo shipments that are damaged, or that have improper documentation, packaging, markings or labeling, will be refused at originating stations unless arriving by commercial conveyance or frustrated if in-transit. All documents used to account for the transfer of signature security service cargo must reflect the correct commodity/special handling code and risk category code for special handling.

39.8.1. Originating Station. When discrepancies exist on signature service shipments, do not accept shipments arriving by modes other than commercial conveyance into the AMC airlift system until the discrepancy is corrected. . Immediately frustrate the shipment to CSB/ACA for corrective action. Accept shipments arriving via commercial conveyance and receipted for on DD Form 1907

39.8.2. Terminating or Enroute Stations. When discrepancies exist with signature security service shipments, add a written statement to the manifest describing the discrepancy. The responsible aircrew member and air terminal representative will sign the statement. Receipt for shipment using normal procedures.

39.8.3. In all cases of discrepancies, frustrate the shipment. Place it in the security cage and initiate an AMC Form 33, **Report of Frustrated Cargo**. After the CSB/ACA, or equivalent, has completed corrective action, the shipment will continue movement in the airlift system.

NOTE: AMC Form 1015 will be used to frustrate hazmat shipments in lieu of AMC Form 33.

39.8.4. Check the TCMD, DD Form 1387, and the packing list to obtain the correct information for the shipment. Contact the originating station by phone or message to ascertain the classification or sensitivity of the shipment. If necessary follow-up with the originating station for the discrepancy report, as appropriate.

40. Remains of Deceased Personnel:

40.1. General. Transportation of deceased military personnel and other authorized remains by AMC is authorized between overseas and CONUS IAW AFI 34-242, *Mortuary Affairs Program*. Whenever possible, restrict movement of remains to cargo/dual configured airlift missions. Baggage compartment space on passenger type aircraft may be used when satisfactory service cannot be accomplished on cargo missions.

40.2. Handling:

40.2.1. Ensure on/offloading is accomplished discreetly and in a dignified manner. Do not on/offload human remains concurrently with passengers/patients.

40.2.2. Shipments will move on a separate manifest, using the manifest as a hand-to-hand receipt.

40.2.3. Transfer cases containing remains will be stowed on the aircraft/pallet in a level position. The feet will never be higher than the head while in the stowed position. The head will always be stowed toward the nose of the aircraft. This procedure assures aircraft acceleration forces are borne by the feet, thereby avoiding damage to the head. When loaded, transfer cases should be loaded in the forward most available cargo position in the event jettisoning is necessary.

NOTE: On wide body aircraft (e.g., C-5, C-17) transfer cases can be moved from one side of the aircraft to the other in the event jettisoning is required. Therefore, transfer cases may be loaded towards the rear of the aircraft if required.

40.2.4. No cargo will be loaded on top of transfer cases containing human remains. However, if more than one transfer case containing remains is shipped or stored, stacking is permitted, but should be avoided if at all possible. The maximum number of human remains transfer cases that may be safely transported on a single 463L pallet is 12. Place cases in three rows, each row stacked to a maximum of four.

40.2.5. When remains are received at an AMC terminal they will be stored in a secure area and separate from other cargo. If remains are not embalmed, refrigerated storage is required and when refrigeration is not available, contact Mortuary Affairs.

40.2.6. Move remains on a space-required basis, using Defense Transportation Regulation documentation procedures.

40.2.7. The shipping activity should provide the origin APOE with the following information as applicable, as far in advance as possible:

40.2.7.1. Military personnel: name, grade, and SSN.

40.2.7.2. Civilian employees: name, grade, SSN, and employment data.

40.2.7.3. Contract engineering and technical services (CETS) personnel: name, and employment data.

40.2.7.4. Dependents of military personnel and civilian employees: name of decedent; name, grade, SSN, and organization (or employment data) of the sponsor; relationship to sponsor

40.2.7.5. Other United States citizens: name of decedent, name and address of sponsoring individual, agency or firm.

40.2.8. The shipper marks the case with name and address of receiving funeral director.

40.2.9. The shipper ensures a DD Form 2064, **Certificate of Death (Overseas)**, preferably in English, is affixed to the transfer case of deceased personnel. If the certificate is not in English, the shipper provides a statement in English, stating the cause of death.

40.2.10. See AMCI 24-101, Vol 9, Section E, for additional guidance.

41. AMC Mission Capability (MICAP)/Very Very Important Parts (VVIP) and Forward Supply System (FSS) Shipments:

41.1. General. Document, process, handle, and deliver AMC MICAP/VVIP and FSS shipments IAW AFPD 23-1, Requirements and Stockage of Material, and AMCI 23-102. Supply activities are exempt from submitting ATCMDs to the ACA IAW DOD 4500.9R DTR Part II. These shipments are also exempt from movement by SET.

41.1.1. The special handling section is responsible for aerial port handling of the shipments described above.

41.2. Handling. Segregate all MICAP/VVIP and FSS shipments from other cargo in the air terminal by using separate holding areas to allow ready identification and expeditious movement of the material.

41.2.1. Transfer AMC MICAP and VVIP shipments on a hand receipt basis using the cargo manifest.

41.2.2. ATOC will coordinate with 18 AF/TACC/APCC to move AMC MICAP and VVIP on the mission providing the earliest arrival at destination.

41.2.3. Limit AMC MICAP/VVIP and FSS items transported aboard commercial passenger flights to small items that can be loaded in the cargo/baggage compartment. Use of passenger aircraft is at the discretion of aerial port management with the following conditions:

41.2.3.1. AMC MICAP cargo does not take precedence over space required passengers; however, such items may displace space available passengers if weight is the limiting factor rather than number of seats.

41.2.4. The Special Handling Section will have the cargo available to Supply or TMO for pickup as soon after aircraft arrival as possible, but not later than 15 minutes after receipt.

41.2.5. File AMC Form 35, **Terminating AMC MICAP/VVIP Control Log**, and AMC Form 36, **Originating AMC MICAP/VVIP Control Log**, in the special handling section and dispose of IAW AF Records Disposition Schedule available on-line at **https://afrims.amc.af.mil**.

41.2.6. The same procedures/controls outlined for AMC MICAP will be used for contract aircraft revenue route support parts.

42. Frozen, Chilled and Perishable Shipments:

42.1. General. Expedite movement of shipments requiring freezing, refrigeration and reicing. Provide all such shipments preferential handling within the guidelines of SET, movement indicators, and assigned movement priority, and use missions providing minimum total transit time.

42.1.1. Maintain refrigeration units between 35 and 46 degrees Fahrenheit (2 to 8 degrees Celsius). Inspect refrigeration units for appropriate temperature range each shift change. A local form may be developed to record these inspections. Variations above or below maximum and minimum temperatures specified on in-transit shipments in storage require immediate action.

42.1.2. Use AMC Form 106, **Biologicals/Reicing/Refrigeration Log**, to document reicing/refrigeration actions and control of all items requiring freezing or refrigeration. Special handling personnel will monitor and record shipments requiring reicing/refrigeration during storage on the AMC Form 106. Shift supervisors will review this log at the beginning of each shift to ensure reicing is accomplished as necessary. All entries on the AMC Form 106 will be legible and entered in Greenwich Mean Time (GMT).

42.2. Receipt and processing.

42.2.1. Upon receipt of material, review accompanying DD Form 1502, **Frozen Medical Material Shipment**, DD Form 1502-1, **Chilled Medical Material Shipment**, DD Form 1502-2, **Limited Unrefrigerated Medical Material Shipment**, DD Form 1387-2, **Special Handling Data/Certification**, or other documents/forms/package markings for reicing or refrigeration/storage requirements, as applicable, to the shipment.

42.2.2. If reicing will become due prior to arrival of a shipment at the next transfer point or destination, the shipment will be reiced before forwarding. Non-hazardous shipments may be opened, reiced and resealed by the special handling personnel. When a question arises concerning preservation or condition of frozen food or chilled perishables, contact the military public health service for assistance.

42.2.2.1. Complete DD Form 1502, DD Form 1502-1, or DD Form 1502-2 as applicable. For non-medical shipments, ports should create a DD Form 1502, DD Form 1502-1, or DD Form 1502-2, as applicable (delete the word "Medical" from the form and disregard requirements on the forms specific to medical shipments). To assure accuracy in data, when completing the form, use Julian date and Zulu (Greenwich meantime) to compensate for shipments between time zones.

NOTE: Only perishable non-medical material that transits through another Aerial port will require the DD Form 1502's.

42.2.2.2. Ensure the proper amount of dry or wet ice, as applicable, is used when a shipment is forwarded. If the dry ice quantity is different from the original shipment, change the Shipper's Declaration for Dangerous Goods to reflect the change.

42.3. Specific reicing restrictions.

42.3.1. Infectious substance shipments (UN2814 or UN2900), as defined by AFJMAN 24-204 (I), must only be opened, checked, reiced, and resealed by technical escorts, medical laboratory or medical supply personnel.

42.3.2. Do not open diagnostic specimens (UN3373), as defined in AFMAN 24-204 (I), unless closing instructions are provided with the shipment. If closing instructions are not provided, con-

tact medical laboratories or medical supply personnel for assistance. Direct questions regarding animal specimens being shipped for rabies testing will be directed to the US Army Veterinary Service personnel. Direct questions regarding other diagnostic specimens will be directed to medical laboratory personnel.

42.3.3. For shipments of whole blood requiring wet ice, use new plastic bags, NSN 8105-01-358-9325, or equivalent. Do not refreeze original polyethylene bags. All reicing must be accomplished in double bags and each bag individually sealed. Whole blood must not be allowed to freeze. Do not use dry ice, salted wet ice or Gel-freeze.

42.3.4. Specially prepared blood may be delivered to AMC frozen. Comply with shipper's instructions for these shipments. This blood should remain frozen throughout the transportation cycle.

42.3.5. Vaccines shipped using "cold chain" packaging will not be opened by terminal personnel. If a shipment cannot reach its destination within 5 days since the material was packed (date listed on label of shipment), then contact a cold chain representative for repacking. The cold chain contact information is listed on the cold chain management orange handling label attached to shipment.

43. Registered Mail:

43.1. Handling. Official registered mail may contain up to and including SECRET material. Personal registered mail does not include classified documents; however, it is afforded the same degree of security afforded official registered mail. All registered mail must be safeguarded and provided a complete audit trail within the DTS (reference paragraph **37.3.** for inventory procedures). US citizens, military or civilian, must have a valid entrance national agency check (ENTNAC) or national agency check (NAC) on file to handle (without opening) individual pieces of registered mail. Formal award of a specific security clearance is not required.

43.2. Containerization Procedures. Air terminals originating large volumes of registered mail to specific locations may containerize registered mail for ease of transfer to aircrew members at planeside. Stations and aircrew members must comply with the following procedures when originating and receiving containerized mail shipments:

43.2.1. Containers should be tri-wall type boxes and should not exceed 45 inches in height.

43.2.2. The two-person concept will be used to containerize mail.

43.2.3. Assign pallet identifiers to the container and cap the pallet as a skid using 05 in the equivalent positions column.

43.2.4. Create a content listing in triplicate for each container. The listings will include the printed names, ranks, organization and signatures of the individuals containerizing the mail and the seal number of the seal used on the container. Special Handling will ensure the correct seal number for each container is annotated on the aircraft final manifest.

43.2.4.1. One copy of the listing will be placed inside the container for inventory use at the destination station.

43.2.4.2. The second copy will be affixed to the outside of the container for in-transit use and inventory purposes.

43.2.4.3. The final copy of the listing will be filed in Special Handling.

43.2.5. Seal containers with packing tape, metal or plastic bands, and boxcar seals as a minimum. Containers will be taped shut and the boxcar seal number, as well as both individuals' signatures, will be prominently annotated across the tape. Containers will be banded with four bands, two along the width and two along the length. A boxcar seal will then be placed at the band crimp where it cannot be removed should the bands be cut.

43.2.6. Shipments will not be delayed for containerization.

43.3. Transfer Procedures. At planeside, the terminal representative will sign all registered mail manifests indicating the container closures and seals are intact and the seal numbers on the containers and manifests match. Discrepancies will be brought to the attention of aerial port personnel and corrected before aircraft departure. Pen-and-ink changes to registration numbers will not be made, nor will registered mail shipments be hand-scribed onto the final manifest. Discrepancies that cannot be corrected before departure will be bumped and a new manifest will be generated. One copy of the manifest is signed by the aircrew member accepting responsibility for the mail. Aircrew members remain responsible for integrity of containers and security of shipments while under their control.

43.3.1. Receiving aerial port personnel will verify the integrity of container closures and seals at planeside. Discrepancies will be brought to the attention of the responsible aircrew member and annotated on the manifests. The aircrew member and air terminal representative will jointly inspect the container to verify content prior to transfer of custody. The two-person concept will be used to in-check and receive shipments into the port. Content listings and manifests will be used to inventory and terminate shipments. In-checking personnel will also sign the content listings, which will be filed in Special Handling. Mail will be transferred to postal personnel IAW existing procedures.

43.3.2. Loose Registered Mail. Transfer of loose registered mail will occur in the same manner as containerized mail except seal numbers of individual pieces will be confirmed.

43.4. Discrepant Shipments. A discrepant shipment is a registered mail shipment that arrives at an originating, terminating or en route station with an irregularity (torn pouch, TCN missing, incorrectly manifested, etc.). Containers with discrepancies that void the integrity of the container and could result in lost or pilfered material will not be accepted for shipment until the contents have been inventoried. Take the following action.

43.4.1. Originating Station. It is the US Postal Service’s responsibility to ensure registered mail arrives at the port with bar-coded labels. Don't accept the shipment into the AMC system until US Postal Service authorities correct all irregularities.

43.4.2. Terminating or Enroute Stations. When a shipment arrives and the manifested TCN does not match the TCN on the shipment, accomplish the following:

43.4.2.1. Annotate the manifested line item with the incorrect TCN as a short shipment.

43.4.2.2. Add the shipment to the bottom of the automated manifest or prepare a DD Form 1384/1385 and document as an over shipment.

43.4.2.3. Annotate all copies of the manifest with a statement describing the discrepancy. The responsible crew member and air terminal representative will sign the statement. Notify the

local US Postal Service, which will take action IAW DoD 4525.8M, *DoD Official Mail Manual*.

43.4.2.4. The air terminal representative receipts for the registered mail after the specified annotations have been accomplished. The aircrew will sign to confirm discrepancies as annotated.

43.4.2.5. The Air Freight Officer/Superintendent, or equivalent, initiates over/short shipment procedures to solve the discrepancy.

44. Hazardous Materials:

44.1. References. AFMAN 24-204 (I) contains information and rules for the air transport of items which, by virtue of their properties, have been identified as regulated materials when entered into the DTS for airlift. Additional references required for air terminal management of hazardous materials include:

44.1.1. Title 49, Code of Federal Regulations (CFR), Parts 100-199 (optional for overseas locations).

44.1.2. AFMAN 91-201, Explosive Safety Standards.

44.1.3. International Air Transport Association (IATA) Dangerous Goods Regulation (DGR).

44.1.4. International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air (optional in-place of IATA DGR).

44.2. Hazardous Materials Information File (HMIF). Each AMC air terminal will establish procedures to ensure "Inspectors" and "Preparers" have access to messages and changes/updates concerning hazardous materials. This may be accomplished by a manual file and/or use of DOD websites.

44.3. Shipper's Responsibilities. It is the shipper's responsibility to ensure complete compliance with the appropriate directives. Hazardous materials must be packaged, marked, labeled, and certified for military air shipment IAW AFMAN 24-204 (I), Title 49 CFR, the ICAO Technical Instruction, or IATA DGR. AMC transportation functions will use AMC Form 1033/1033-1, **Shipper's Declaration for Dangerous Goods**, or a similar form to certify hazardous material shipments. Other shipping documentation will be completed IAW DOD 4500.9R.

44.4. Hazardous Material Qualifications:

44.4.1. The air terminal will use only those personnel who have satisfactorily completed a "Preparer" or "Inspector" course identified in AFMAN 24-204 (I), Attachment 25, for certifying, inspecting and performing quality control of hazardous materials shipments. Supervisors will ensure an individual is knowledgeable of specific duties and responsibilities before assignment to tasks involving inspection and/or certification of hazardous materials.

44.4.1.1. The commander (or contracting station manager at contracted aerial ports) will designate personnel authorized to inspect hazardous material. This may be accomplished by a memorandum, DD Form 577 or computer-generated product. The authorization document will identify the individual(s) as: "Hazardous Material Inspector Qualified" and will be signed and dated by the commander. Personnel will be, as a minimum, "Inspector" qualified to perform the following tasks:

44.4.1.1.1. Complete and sign AMC Form 1015, **HAZMAT Inspection and Acceptance Checklist**.

44.4.1.1.2. Issue a Passenger Deviation IAW AMCI 24-101, Vol 9.

44.4.1.1.3. Sign the hazardous brief sheet or manifest statement required by AFMAN 24-204 (I).

44.4.1.1.4. Load plan hazardous materials shipments.

44.4.1.1.5. Conduct joint inspections IAW DOD 4500.9R, Part III, *Mobility*, Appendix O and AMCI 24-101, Vol 22, *Training Requirements for Aerial Port Operations*.

44.4.1.2. "Preparer" qualified personnel may perform the same functions as an "Inspector" qualified individual. The commander (contract station manager) will identify "Preparers" in writing. The authorization document (a memorandum, DD Form 577, or computer-generated product) will identify the individual(s) as: "Hazardous Material Preparer Qualified."

44.4.1.2.1. Air terminal "Preparer" qualified personnel may instruct the certification phase of "Technical Specialist" training IAW AFMAN 24-204 (I), Attachment 25, if approved by the host base transportation function. They will not be used as instructors for the packaging/preparation phase of "Technical Specialist" training.

44.4.1.2.2. "Preparers" (except when required by job requirements, e.g., Customer Service Branch) will not be used to certify hazardous materials for military controlled airlift as other than a "Technical Specialist" without approval of HQ AMC/A4TC.

44.4.1.2.3. "Preparers" may continue to retain qualifications IAW AFMAN 24-204 (I), Attachment 25. Requests for initial "Preparer" training made IAW AMCI 24-101, Vol 22, must only be for a "Technical Specialist" instructor or an individual required to certify hazardous materials by job requirements (e.g., CSB) as other than a "Technical Specialist."

44.4.1.3. Personnel who only handle and load hazardous materials must receive initial and biennial refresher training by use of an approved hazardous material handler course. This training will be annotated on the individual's AF Form 1098, **Special Task Certification and Recurring Training**, and filed with the AF Form 623, **On-the-Job Training Record**, for military personnel and Supervisor's Employee Brief, for civilian personnel. Annotate a contractor's records IAW the applicable contract.

44.4.1.4. Explosives safety training will be accomplished IAW AFI 91-202 and will be approved by host base safety office.

44.4.1.5. Hazmat qualification extensions.

44.4.1.5.1. HQ AMC/A4TC/T must approve "Preparer" extensions. Extensions allowing a "Preparer" to perform "Inspector" only responsibilities may be approved by the Commander.

44.4.1.5.2. Commanders (or contracting station manager at contracted aerial ports) may approve "Inspector" and "Handler" extensions not to exceed 60 days.

44.4.1.5.3. Explosives safety training extensions must be approved by the host base safety office.

44.4.2. Certification for hazardous materials of deployable assets.

44.4.2.1. AMC aerial ports and units with a mobility mission (e.g., Mobility Flight in an Aerial Port Squadron) will develop and maintain a cadre of "Technical Specialist" personnel to certify aerial port equipment shipped in support of tasked deployed operations. Local management will determine cadre size. "Technical Specialist" training requirements of AFMAN 24-204 (I), Attachment 25 apply.

44.4.2.2. Aerial port teams are not inherently responsible for certifying hazardous materials belonging to other CRG elements or the supported forces. The aerial port element may certify CRG cargo, within the scope of their training as a "Technical Specialist", when other CRG elements lack this capability.

44.5. Inspection and Quality Control. Air Terminal and deployed "Inspectors" will utilize the AMC Form 1015 as a minimum, and perform a 100 percent exterior inspection of originating hazardous material shipments and associated documentation for compliance with AFMAN 24-204 (I) and other applicable directives.

44.5.1. Intransit terminals are not required to document/accomplish a new inspection, using an AMC Form 1015, if already performed at originating terminal and Key 6 of the Shipper's Declaration for Dangerous Goods is completed IAW Para. **44.5.5.** or "Inspected by……..."is entered IAW AFMAN 24-204 (I).

44.5.2. Perform a random interior inspection (not less than 10 percent) of shipments. Use AFMAN 24-204 (I), Attachment 28 to determine extent of the inspection.

44.5.2.1. Do not open shipping containers other than those authorized in Attachment 28 that will require recertification unless arrangements have been made with host base transportation function for repackaging and recertification.

44.5.2.2. It is not necessary to open all like packages of a multiple piece shipment.

44.5.2.3. Target unknown shippers (to include DVD and GPC) for interior inspections. Terminals may increase inspection frequency of a specific shipper based on past shipment problems. Frequency of inspection for known shippers (e.g., host base transportation function) and those recurring shipments where packaging has previously been found to be acceptable may be reduced or eliminated. Whenever possible, interior inspections of shipments from host base transportation function will be accomplished before package closure.

44.5.3. "Inspectors" will have access to all cargo, to include containerized loads (CONEXs, MILVANs, Tactical Shelters, Internal Slingable Units (ISUS), etc), unless the shipper has obtained an exemption in writing from HQ AMC/A4TC or HQ AMC/A3 for protected or sensitive shipments IAW DTR, Part II. Access will be limited to inspection to ensure "safety-of-flight" and to check for undocumented hazardous materials. Do not open individual boxes, safes, or COMSEC equipment within containers if transported force unit commander identifies (in writing) the inspection will compromise security.

44.5.4. Inspections will be documented using AMC Form 1015.

44.5.4.1. Use for single, multiple loose or palletized hazardous materials shipped under a single TCN. When different HAZMAT Proper Shipping Names are shipped under a single TCN (e.g., operations IAW DTR, Part III) only one form needs to be accomplished.

44.5.4.2. The form is not required when a DD Form 2133 is used for vehicles and equipment. "Inspectors" must still comply with paragraph 34.5.5. An AMC Form 1015 is required for secondary loads.

44.5.4.3. Document in remarks if a package/container is or is not opened for interior inspection.

44.5.4.4. When hazardous material is acceptable for air movement, forward the Shipper's Declaration for Dangerous Goods along with documentation of interior inspection to Load Planning.

44.5.4.5. Unacceptable shipments will be processed IAW **Section E**, Paragraph **55.2.3.**

44.5.5. When the hazardous materials is determined acceptable for air movement, stamp, mark, or label the Shipper's Declaration for Dangerous Goods (Key 6) with the statement, "Received and Inspected By_____," to include the signature of the individual performing the inspection, date, and location (three letter code is acceptable). Apply the statement to the copy that goes with AMC Form 1015 to Load Planning and to at least one copy that remains with the shipment. Applying a stamp, marking or label to the cargo is optional.

44.5.6. Periodically, e.g. at shift change, inspect all shipments of hazardous materials stored in air terminal facilities. This inspection should be a visual check to ensure no leaks or other discrepancies go undetected. If any discrepancies are noted, frustrate the cargo utilizing the AMC Form 1015.

44.6. Special Assignment Airlift Missions SAAM. When SAAM missions are authorized to transport cargo, vehicles, equipment and personnel IAW AFMAN 24-204 (I), Chapter 3, Tactical, Contingency, or Emergency Airlift, the statement "AFMAN 24-204 (I), Chapter 3 applies" must be included on the Mission Operating Directive (MOD) or Form 59. When this statement is not included, the hazardous material requirements for channel missions pertaining to fuel levels, compatibility, packaging, etc. will be followed.

44.7. Hazardous Material Handling. Ensure safe practices are followed when handling, stacking, loading, positioning, and restraining hazardous cargo on a pallet or in an aircraft. In addition, pieces of hazardous material shipments will be placed on pallets in positions to permit visibility of the special handling labels through the plastic covers. As a minimum, ensure at least one piece of each hazard class on the pallet is visible.

44.7.1. Intransit Storage.

44.7.1.1. Segregate hazardous materials pending movement into appropriate hazardous storage bays (see Figure 30.1) that maximize safety, provide both isolation for non-compatible items and protection from the elements. These areas will provide readily accessible emergency/protective equipment. The hazardous cargo area will be identified by placards with the words "HAZARDOUS--NO SMOKING." Placards marked with the hazardous cargo classification and a copy of the appropriate hazardous material warning label will identify individual bays within the hazardous cargo area.

44.7.1.2. Use only facilities approved by Host Base Safety Office to store explosives. Use AFMAN 24-204 (I) to determine explosive compatibility during storage unless otherwise directed by Host Base Safety Office.

44.7.2. Write local operating instructions OIs on accepting, storing, transporting, and handling explosives IAW AFMAN 91-201, Explosive Safety Standards. As a minimum, OIs will address approved explosive operation locations, explosive limits, personnel limits, authorized equipment, general/specific safety requirements, individual responsibilities, procedural steps, security and emergency procedures (dropped explosives, fire, lightning, etc). Coordinate OIs with host safety office, fire department, security force, and other appropriate agencies.

44.8. Protective Clothing/Spill Control Kits. Protective clothing/spill control kits will be available where hazardous materials are normally handled or stored.

44.8.1. Units may build kits using AFMAN 24-204 (I) as guidance or purchase commercial kits that meet or exceed AFMAN 24-204 (I) requirements. Units will contact base environmental or fire protection personnel to determine adequacy of commercial kits being considered.

NOTE: Respiratory equipment is not required in Air Freight protective clothing kits, provided requirements for respiratory equipment are coordinated with the host base medical service or emergency services.

44.8.2. Store kits in a manner that allows terminal personnel immediate access to their contents. Mark locally constructed kits with one-inch letters, "KIT, SPECIAL CLOTHING, EMERGENCY USE IN HANDLING HAZARDOUS MATERIALS" or similar markings. Inspect kits monthly to ensure serviceability. The number and positioning of kits will be coordinated with host base medical service or emergency services and safety office.

44.8.3. Write procedures (e.g., OI) covering responsibilities and actions in the event of a hazardous material spill and coordinate them with the appropriate base emergency response offices (Fire Department, Security Forces, Bio-environmental, etc).

44.9. Hazardous Waste. Terminals must notify HQ AMC/A4TC prior to accepting an item meeting the definition of a hazardous waste as defined in AFMAN 24-204 (I) for shipment from, to, or through a domestic location.

44.9.1. Procedures for accepting, processing, and documenting the international military airlift of hazardous waste will be the same as used for hazardous materials. Comply with any host nation requirements concerning hazardous waste.

44.9.2. Hazardous materials used during the course of routine aircraft maintenance at remote overseas locations should be classified as aircraft assets. Resource Conservation Recovery Act (RCRA) requirements apply when the aircraft turns the material in as waste after it returns to the United States CONUS or one of its territories. Upon landing, the crew should remove the hazardous material from the aircraft and determine its disposition. If the aircraft while returning to CONUS or a territory of the United States stops at another overseas location with proper disposal capability, the aircrew should offload the material at that location, if allowed. Consider the material used in direct support of the aircraft, an aircraft part or component, and therefore not regulated by AFMAN 24-204 (I). Hazardous material must be packaged and controlled in such a manner as to prevent spillage or leakage during flight.

44.10. Foreign-Owned or Controlled Aircraft. Hazardous material scheduled for movement aboard foreign owned or controlled aircraft must be packaged, marked, labeled, and certified according to Title 49 CFR, IATA, and ICAO regulations. Commercial air carriers must obtain the required exemptions to Title 49 CFR from the Department of Transportation (DOT).

44.10.1. Incompatible hazardous material cannot be shipped on foreign flag commercial carriers not operating under DOT-E 9232 without approval from the DOT. A copy of the DOT approval (e.g., CAA) must be available prior to loading.

44.10.2. Incompatible hazardous material may be shipped on foreign military aircraft if approved according to AFMAN 16-101 International Affairs and Security Assistance Manual by the foreign government. A copy of the approval document must be available prior to loading (contact HQ AMC/A4TC if copy is not provided).

44.11. Non-AMC controlled US flag aircraft transporting hazardous materials.

44.11.1. Do not load hazardous materials on commercial aircraft not operating under an AMC contract without approval from HQ AMC/A4TC.

44.11.2. Hazardous materials loaded on non-AMC military aircraft must be in compliance with AFMAN 24-204 (I), Attachment 18. Incompatible items may only be loaded with approval of appropriate Service/MAJCOM authority IAW AFMAN 24-204 (I), Chapter 2.

44.12. Split Shipments. It is not necessary to create multiple "True Copies" IAW AFMAN 24-204 (I), Attachment 17, when a TCN is "split" by the terminal and the shipment is loaded on the same aircraft/mission and there will be no transload at an enroute terminal. Annotate TCN "splits" on the back of the Shipper's Declaration for Dangerous Goods.

44.13. Chemically Treated Lumber. Creosote oil treated lumber and Pentachlorophenol (PCP) treated wood are not regulated as hazardous materials. However, care must be taken during handling. Creosote oil treated lumber must be individually or bulk wrapped in kraft wax paper. PCP treated wood must be handled with gloves.

44.14. Leaking Cargo. Hazardous materials shipments will be "impounded" when there is a leak or release of contents during flight or during loading/unloading. Do not forward shipment for onward movement until released/approved by Bioenvironmental Engineering and /or Fire Department. Also, specify the appropriate level e.g. Wing or HQ AMC/A4TC.

45. Radioactive Materials:

45.1. General. Upon receipt, inspect radioactive materials bearing "Radioactive White I," "Radioactive Yellow II," or "Radioactive Yellow III" labels to ensure Transport Index (TI) and Surface Reading (SR) limits are not exceeded.

45.1.1. Visually examine all radioactive labeled shipments for any evidence of leakage or damage upon receipt. As necessary, notify responsible agencies IAW established procedures (paragraph 38.4.3).

45.1.2. Establish local base, interservice, or host base support agreements with disaster control or bioenvironmental engineering units as appropriate, for assistance required to monitor and to scan such shipments.

45.1.3. Annotate the actual radiation meter reading in Key 19 of the Shipper's Declaration for Dangerous Goods. Frustrate shipments if TI or SR exceeds those allowed by AFMAN 24-204 (I) for a White Label, Yellow II, or Yellow III, as appropriate.

46. Emergency, Valuable, and Arms, Ammunition & Explosives (AA&E) Shipments:

46.1. Emergency Shipments. These shipments contain biologicals or other medical supplies of such urgency that human life is dependent upon immediate receipt. The shipper will establish life or death urgency requirements.

46.1.1. These shipments will be exempt from SET and will be moved on the first available mission that will provide the most expeditious movement to the shipment destination. Transfer between aircraft at en route stations if such transfer will expedite movement.

46.1.2. Manifest these shipments separately and annotate the manifest with the words "LIFE OR DEATH URGENCY". Handle all emergency shipments on a hand-to-hand receipt basis. The aircraft commander will be briefed on the urgency of the shipment and made the custodian during flight.

46.1.3. Patient Care Shipments. Patient care shipments are medical supplies of an urgency slightly less crucial than life or death urgency. Such shipments normally have an early RDD because they are needed for scheduled surgery; have a short shelf life, etc. Patient care shipments are exempt from SET and moved on the first available mission to effect the most expeditious movement to destination. Shipments are identified on the air manifest as patient care by trailer record data. Patient care shipments are processed and turned over to the consignee or consignee representative as soon as possible after receipt at shipment destination.

46.2. Valuable Shipments. Render special care to shipments of an extremely valuable nature to prevent loss.

46.2.1. When shipments of money or bullion are transported via AMC, they will be moved on a hand receipt basis. Give these shipments the same treatment given to classified cargo.

46.2.2. If not addressed in the Installation Security Plan (ISP), develop written procedures for the handling, storing and transporting (on-base) shipments of protected, sensitive, money, bullion, and other items of extraordinary value to meet protection requirements of AFI 31-101, AMC Sup 1. Coordinate procedures with the host base Security Forces.

46.3. Arms, Ammunition and Explosive (AA&E) Shipments:

46.3.1. Provide shipments of AA&E secure storage as required by AFI 31-101, AMC Sup 1; AFI 24-201; and DOD 5100.76M, *Physical Security of Sensitive Conventional Arms, Ammunition and Explosives*. Develop written procedures (e.g., Operating Instructions), if not in the Installation Security Plan, addressing terminal requirements and responsibilities during handling, storage and transportation. Coordinate procedures with the host base Security Forces. See **Table 3.** below for security requirements.

46.3.2. Always handle shipments with air commodity/special handling codes 21 through 28, 2C, 2S, 31 through 38, 3C, 3S, 41 through 48, 4C and 4S on a signature service basis using the cargo manifest.

Table 3. Security Requirements (Information extracted from DOD 5100.76-M, and DOD 4500.9R).

Commodity/Special Handling (C/SH) Code	Risk Category Code	Risk/Protection Categories	Armed Guard Requirements	Air Terminal Requirements
21 Unclassified	I	Highest Sensitivity	Constant armed guard surveillance to and from aircraft, at en route stops, and during loading/ offloading	Within the terminal, constant surveillance by one terminal representative. Two persons between the storage area and the terminal or aircraft.
22 Unclassified	II	High Sensitivity	None	Same as for C/SH 21.
23 Unclassified	III	Moderate Sensitivity	None	Within the terminal, constant surveillance by terminal personnel. One person between storage area and the terminal or aircraft
24 Unclassified	IV	Low Sensitivity	None	Same as for C/SH 23.
25 Secret	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
26 Confidential	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
28 Confidential	II	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
2C Confidential	II	High Sensitivity	None	Same as for C/SH 21.
2M Pilferable	None	Non-sensitive	None	Same as for C/SH 23.
2N Pilferable	None	Non-sensitive	None	Same as for C/SH 23.
2S Secret	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
2Z Unclassified	None	None	None	None
31 Unclassified	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
32 Unclassified	II	High Sensitivity	None	Same as for C/SH 21.
33 Unclassified	III	Moderate Sensitivity	None	Same as for C/SH 23.
34 Unclassified	IV	Low Sensitivity	None	Same as for C/SH 23.
35 Secret	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.

Commodity/Special Handling (C/SH) Code	Risk Category Code	Risk/Protection Categories	Armed Guard Requirements	Air Terminal Requirements
36 Confidential	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
38 Confidential)	II	High Sensitivity	None	Same as for C/SH 21.
3C Confidential	II	High Sensitivity	None	Same as for C/SH 21.
3M Pilferable	None	Non-sensitive	None.	Same as for C/SH 23.
3N Pilferable	None	Non-sensitive	None	Same as for C/SH 23.
3S Secret	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
3Z Unclassified	None	None	None	None
41 Unclassified	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
42 Unclassified	II	High Sensitivity	None	Same as for C/SH 21.
Commodity/Special Handling (C/SH) Code	Risk Category Code	Risk/Protection Categories	Armed Guard Requirements	Air Terminal Requirements
43 Unclassified	III	Moderate Sensitivity	None	Same as for C/SH 23.
44 Unclassified	IV	Low Sensitivity	None	Same as for C/SH 23.
45 Secret	I	Highest Sensitivity	Same as for C/SH 21	Same as C/SH 21.
48 Confidential	II	High Sensitivity	None	Same as for C/SH 21.
4C Confidential	II	High Sensitivity	None	Same as for C/SH 21.
4M Pilferable	None	Non-sensitive	None	Same as for C/SH 23.
4N Pilferable	None	None	None	Same as for C/SH 23.
4S Secret	I	Highest Sensitivity	Same as for C/SH 21	Same as for C/SH 21.
4Z Unclassified	None	None	None	None

47. Aeromedical Evacuation (AE) Missions:

47.1. General. Hazardous materials will not be transported on aeromedical evacuation (AE) missions except for those materials that can be transported safely without degrading healthcare. The shipping of these materials must be approved by the local AE representative. Reference AMCI 24-101, Vol 6, for more details.

48. In-Bond Shipments:

48.1. General. There may be instances where cargo cannot enter the US in the name of AMC or DOD, because customs entry hasn't been arranged by the shipper. In these cases cargo may be sent from the port of entry "in-bond" under the CF (Customs Form) 7512, **Transportation Entry and Manifest of Goods Subject to Customs Inspection and Permit**. The Bureau of Customs and Border protection holds the carrier responsible for non-delivery or short delivery of in-bond shipments.

48.2. Originating Station. CF 7512 will accompany in-bond shipments that require forwarding from the port of entry. Affix red US Customs warning labels to two sides of the package. If the labels cannot be glued to the package, securely wire two of the tags to the package. Since AMC does not provide scheduled operations within the US, send in-bond shipments from the AMC APOD to destination via bonded common carriage. Transfer of in-bond shipments to a bonded common carrier must be made under supervision of the US Customs inspector if available. If not, the air freight OIC, or his/her representative must complete the reverse side of CF 7512 (the reason for transshipment and conditions of the shipment).

48.3. Destination Station. If the AMC station is the final destination of the in-bond shipment, deliver the manifest copy of CF 7512 and the in-bond cargo to the Collector of US Customs, or representative. Air Freight prepares and forwards a copy of CF 7529, Carriers Certificate and Release Order, IAW AMCI 24-101, Vol 16, *Military Airlift-Border Clearance*, to the consignee. Include information that the shipment has been delivered to the Collector of US Customs. The consignee must present a copy of this form to US Customs before US Customs will release shipment to the consignee.

49. Diplomatic Clearance Cargo. Receive, process, and document diplomatic clearance cargo IAW procedures outlined in AMCI 24-101, Vol 9, and DoD 4500.54G, *DOD Foreign Clearance Guide*. Port hold time is computed from the date/time the approved clearance becomes effective.

Section E—Irregularities in Shipment Processing

50. General. The following procedures provide guidance for handling cargo/mail shipment irregularities within the AMC transportation system. Follow these procedures to trace missing shipments, document lost shipments and expedite the movement of cargo/mail within the AMC system. Initiate and answer correspondence concerning irregularities within time frames, if specified, as outlined in the following paragraphs.

51. Originating Shipments with Irregularities:

51.1. General. Reconcile any discrepancies noted at time of in-checking cargo/mail with the CSB/ACA or appropriate authority shipping activity prior to acceptance into the AMC airlift system. Prepare and distribute appropriate discrepancy reports IAW DOD 4500.9R, *Defense Transportation Regulation*, Part II, Chapter 210.

51.1.1. Ensure the CSB/ACA prepares discrepancy reports on shipments arriving by an intermediate carrier, e.g., commercial truck. Shipments corrected by the shipper do not require these reports.

NOTE: Shipments from intermediate carriers will not be refused.

51.1.2. Prepare SF 364, Report of Discrepancy for shipments entered into the airlift system that are improperly packed, marked, labeled, or certified, IAW the DOD 4500.9R, Part II Chapter 210.

51.1.3. If the shipper cannot make the required corrections, the aerial port recoupment/repacking section may assist with the corrective actions within the aerial port's capability.

51.1.4. The CSB is responsible for the preparation of SF 364 on shipment frustrations that result in a delay or additional packaging costs at CONUS air terminals.

51.1.5. AMC aerial port air freight offices outside of CONUS OCONUS are responsible for the preparation and distribution of all SFs 364 prepared on shipments transiting the aerial ports.

51.2. Misdirected shipments. These are shipments received at aerial ports for movement over routes that are neither originating nor connecting to channels (IAW the AMC Channel Sequence Listing) out of the port where the shipments were delivered.

51.2.1. When misdirected cargo arrives at an aerial port, it will be frustrated to the CSB/ACA IAW paragraph **55.**, this volume, for correction.

51.2.2. The CSB/ACA will monitor misdirected shipments and redirect accordingly. Aerial port personnel will identify errors and misdirected shipments that may slip through the system to the CSB/ACA for corrective action.

51.2.3. When opportune airlift exists, use it to forward misdirected shipments to the correct APOE for onward movement. When manifesting these shipments on opportune airlift, add a TXI trailer record identifying the shipment as being misdirected.

52. Documentation Irregularities for Transportation Working Capital Fund (TWCF) Billing:

52.1. General. All shipments must be properly documented for the TWCF billing process to occur. When shipments are incorrectly assigned, misrouted, diverted or require additional transportation to reach destination, they must be properly documented. When the shipper causes an irregularity, the shipment must be terminated and turned over to the CSB/ACA/AMT for new documentation. The new documentation must show the new APOE for correct TWCF billing to occur.

52.2. Procedures:

52.2.1. When an originating shipment enters the airlift system at a station other than that reflected on the TCMD, the documentation must be changed to indicate the correct APOE. This change in documentation is necessary to ensure shippers are billed correctly. At the point the shipment enters the AMC airlift system, the APOE and manifesting stations must match in order for AMC to bill the customer. Shipments arriving at an APOD that require further airlift by AMC to reach the ultimate consignee must be redocumented for billing to occur. For example:

52.2.1.1. A shipment moving from Dover AFB (DOV) to Incirlik AB ADA arrives at ADA. The ACA determines the shipment is for Ankara (ESB). This shipment would be terminated at ADA and re-consigned with the documentation showing ADA as the new APOE and ESB as the APOD.

52.2.2. In-transit stations will not change the APOE for shipments that have reached the APOD. When an in-transit station changes the APOE, a double billing will occur. For example:

52.2.2.1. A shipment moving from Travis AFB SUU to Ramstein AB RMS is shipped to Dover AFB DOV for transshipment. A billing occurs from SUU to RMS when SUU manifests the shipment to DOV. If DOV changes the APOE to indicate "DOV" and manifests the shipment, another billing will occur from DOV to RMS.

52.2.3. When the irregularity is caused by an error on the part of an air terminal, the documentation is changed to reflect the correct information (if necessary) and sent to destination as an in-transit shipment.

53. Aircraft Loads Arriving Without Manifests:

53.1. Procedures. When an aircraft load arrives without cargo/mail manifests, take the following steps:

53.1.1. Stations with GATES capabilities will retrieve a copy of the manifest from mission monitoring or check manifest drop down box.

53.2. Stations without GATES capabilities will conduct a thorough search of the aircraft to verify non-receipt of the manifest.

53.2.1. Stations may use an electronic transfer from previous stations to prepare a manifest or off-loading processing list/in-check list for processing of shipments.

53.2.2. ATOC will contact the manifesting station by telephone or electronic transfers to obtain necessary manifest header information and request appropriate manifests be sent, and annotate contact in remarks section of AMC Form 77.

53.2.3. Air terminal representatives will visually inspect all cargo shipments for anything that requires immediate action and prepare a substitute manifest (DD Form 1385) for these items to facilitate processing. When documents are missing, prepare a substitute TCMD/manifest to allow delivery pending receipt of the missing documents. Hold the remainder of the load intact, awaiting the arrival of the manifest. If, after 12 hours, the manifest has not been received, break each pallet down and take appropriate information from the shipping labels. . If comparison discloses a shortage, you initiate tracer action. Process the shipments as over shipments. When missing documents are received, retain one copy and deliver the remainder to the consigned activity for comparison with the substitute manifest.

54. Bumped Pallet and Shipment Processing:

54.1. General. This is any pallet or shipment of cargo/mail which is planned and manifested (pre or final) for movement, but is removed from the manifest and returned to the port inventory.

54.2. Procedures. Handle bumped cargo IAW AMC 24-101, Vol 6.

55. Frustrated Shipments:

55.1. General. Frustrated shipments of cargo/mail are those that, due to some irregularity or request of the shipper, cannot be accepted into, or continue movement in, the airlift system. Reference Table 55.1 lists frustration reason codes.

55.2. Procedures.

55.2.1. General cargo (includes non-hazardous materials requiring special handling).

55.2.1.1. Store frustrated cargo in secure holding area(s) based on the Risk Category Code (Table 55.1).

55.2.1.2. Complete AMC Form 33 and distribute as follows:

55.2.1.2.1. Original: Attach to the number one container of the shipment.

55.2.1.2.2. Duplicate: The section preparing the AMC Form 33 will ensure status of shipment is properly documented, and file duplicate copy in originator's file.

55.2.1.2.3. Triplicate: Furnish to CSB/ACA/appropriate authority for necessary action.

NOTE: An AMC Form 33 is not required if correction(s) is made at the time of cargo in-check and no action is needed by CSB/ACA.

55.2.1.3. CSB/ACA or appropriate authority will ensure all deficiencies indicated on the AMC Form 33 are corrected. CSB/ACA or appropriate authority will sign the original copy of the AMC Form 33 to certify corrective actions were taken and will notify the appropriate terminal representative that the cargo is ready to enter/continue in the airlift system. The CSB/ACA or appropriate authority is responsible for updating the computer status. The terminal representative will verify the corrective actions and process the cargo.

55.2.1.4. After all discrepancies are corrected, file the original copy of the AMC Form 33 in the work center that originated the report and make disposition IAW AF Records Disposition Schedule available on-line at **https://afrims.amc.af.mil**

55.2.2. GATES Procedures for Frustrated Cargo.

55.2.2.1. Strict compliance with the following policy is required to ensure uniform and reliable frustrated cargo data from all ports is accessible through GATES. This guidance encompasses two scenarios: Shipments arriving with a valid transportation control number TCN and shipments without a TCN.

55.2.2.2. Shipments arriving with a valid TCN: If a shipment arrives at the port with a valid TCN and there is a discrepancy, immediately frustrate the shipment at time of in-check into GATES using the appropriate frustration reason (FR) code (see Table 55.1). Annotate the specific reason for the frustration in the remarks area of GATES.

NOTE: Service HQ/Defense Logistics Agency (DLA) will use the reason/ remarks to request that shippers correct future shipments. Therefore, it is imperative for the remarks to be very specific.

55.2.2.3. Immediate GATES Frustration data input is critical to capture accurate total frustration time.

Table 4. Frustration Reason Codes.

CODE	REASON
FR1	Cargo with documentation errors/problems.
FR2	Damaged shipments.
FR3	Request from ACA/CSB to hold divert, or otherwise remove a shipment from the airlift system.
FR4	Request from Customs to hold, divert, or otherwise remove (confiscate) a shipment from the airlift system.
FR5	Suspected pilfered shipments.
FR6	Explosive shipments awaiting clearance (other than Diplomatic), e.g., a shipment of Class/Division 1.1 frustrated at the APOE due to limited storage capacity at the APOD.
FR7	Shipments received and in-checked/processed but cannot be located within the terminal complex, (e.g., shipments over shipped, incorrect entries into the database, stolen/lost shipments and items not located during terminal inventories. (These items must have DISCON, DISREP or tracer actions as appropriate initiated.)
FRA	Air movement short shipment
FRB	Shipments without barcodes
FRC	Direct vendor delivery shipments without labels
FRD	Any cargo awaiting diplomatic clearance required by the Foreign Clearance Guide.
FRE	No matching consignee/APOD found during in-check (system generated).
FRG	Surface movement short shipment
FRH	Household and/or unaccompanied baggage without labels
FRP	Split Shipments that is on-hand but all pieces of the shipment can not be moved on the same aircraft mission
FRT	Transportation Account Code TAC In Error.
FRU	Unreadable barcodes

55.2.2.4. Shipments arriving without a TCN: Annotate these shipments in the Problem Shipment Log that can be accessed through the Shipment Unit Maintenance Area of GATES. Fill in as many data entry fields as possible and annotate the remarks area with detailed information pertaining to the shipment.

NOTE: Service HQ/DLA will use the reason/remarks to request that shippers correct future shipments. Therefore, it is imperative for the remarks to be very specific.

55.2.2.5. At a minimum the following specific fields are required to correctly identify the shipper and discrepancies associated with the shipment: consignor, consignee, shipper, description/specific problem related to the shipment.

55.2.2.6. Before closing the shipment problem log ensure all annotations are shipment specific.

55.2.2.7. For frustrated cargo shipments with documentation errors in which consignors/consignees cannot be located, e.g. Direct Vendor Delivery Cargo, contact the responsible party for disposition in **Table 5.** First, ensure the discrepancies cannot be corrected within 60 days and the ports have exhausted all "good faith" efforts to locate the owners. These 60 days allows time for customers who have not received the cargo to try and locate their cargo. If no inquiries are received within 60 days of the time the "good faith" search has closed, then turn the cargo over IAW with Table 55.2, Disposition of Frustrated Cargo After 60 days.

Table 5. Disposition of Frustrated Cargo After 60 Days.

Item Type	Common FSCs	Responsible Party
Munitions & Weapons (stocklisted and non-stocklisted)	10xx, 11xx, 13xx, 14xx, 5856, 5865, 6920, 8140	MXG Munitions
Medical Supplies & Equipment (stocklisted and non-stocklisted)	65xx	Medical Logistics
Subsistence Products (stocklisted and non-stocklisted)	89xx	Services
Non-stocklisted General Supplies & Equipment	N/A	Logistics Readiness Squadron (for research and transfer to DRMS)
Other Stocklisted General Supplies & Equipment	All others	Logistics Readiness Squadron (for Turn-in to SBSS)

55.2.3. HAZMAT Procedures.

55.2.3.1. Use the AMC Form 1015 to identify incorrectly packaged, prepared, or documented hazardous material shipments. Provide the form identifying the discrepancy to the office/

agency responsible for corrective actions, i.e., CSB or ACA. Use the web-based HAZMAT Automated Discrepancy Report (Packprobe will be used to report discrepancies with hazmat).

55.2.3.2. The individual performing the corrective action will check the appropriate block on the form and sign and date it (comply with paragraph **41.** when repackaging is required). Return the form to the inspection activity.

55.2.3.3. The inspection activity will check the discrepancies to ensure corrective action. The individual performing the reinspection will check the "Reinspected By" block and sign and date the form. Forward the completed form with the Shipper's Declaration for Dangerous Goods to the Load Planning section. The "Inspector" may sign the "Inspected By……", "Corrected By…..", and "Reinspected By….." when a correction is made to only Key 19 of the Shipper's Declaration for Dangerous Goods. Completion of a discrepancy report IAW paragraph **51.** is required.

55.2.3.4. A "True Copy" of the Shipper's Declaration for Dangerous Goods may be prepared by the terminal or CSB/ACA IAW AFMAN 24-204 (I), Attachment 17, from a fax copy provided by the shipper.

55.2.3.5. When an improperly prepared or documented shipment is returned directly to the shipper, the aerial port/terminal will maintain the original form until the shipper takes corrective action. Check the "Corrected By" block and enter "Shipper Corrected" when items are reinspected and are acceptable for air shipment. The individual performing the reinspection will check the "Reinspected By" block and sign and date the form. Forward the completed form with the Shipper's Declaration for Dangerous Goods to the Load Planning section.

55.2.4. The shipper is ultimately responsible for correcting the discrepancies.

56. Short Shipments:

56.1. General. Manifested air shipments of cargo or mail not located upon air cargo in-checking will be considered short shipped cargo. Detailed guidance for short shipment reporting and reconciliation is outlined in AMCI 24-101, Vol 6.

56.2. Procedures. Check all cargo/mail shipments arriving at the terminal against the accompanying documents for accountability. Take the following actions if a shipment is not located in whole or in part during cargo/mail in-check.

56.2.1. Circle the missing shipment line item on the manifest, offload-processing list, and in-check list. Hand scribe "S/S" on the right hand margin of the manifest/offload processing list/ in-check list immediately following the circled line item and update computer records by entering "S/S" in the status field.

56.2.2. Change the totals on the manifest to reflect totals actually received. This includes the manifest and pallet headers, if applicable.

56.2.3. Forward manifest/offload processing list in-check lists to the appropriate section for initiation of short shipment reporting.

57. Over-shipments:

57.1. General. Unmanifested air shipments of cargo/mail arriving at an AMC air terminal are considered over-shipped. Detailed guidance for over shipment reporting and reconciliation is outlined in AMCI 24-101, Vol 6.

57.2. Procedures. Check all cargo and mail shipments arriving at the terminal against the accompanying documents for accountability. Take the following actions on shipments received, but not listed on the air manifest:

57.2.1. Add the shipment to the appropriate manifest offload processing/in-check list on the last page below the cargo totals, i.e. total pieces, weight and cube. Use additional paper if necessary and attach to original manifest offload processing/in-check lists. Hand scribe "O/S" in the right hand margin of the document used for checking immediately following the handwritten entry. Take care to assure the information transcribed from the DD Form 1387 to the manifest offload processing/in-check list is the same. Ensure data from offload processing/in-check list is legibly transcribed to the manifest.

57.2.2. If no manifest accompanies the shipment, prepare an inbound substitute manifest (DD Form 1385) indicating the station originating the shipment as the manifesting station. In the event the shipment has obviously been transferred at an enroute station, indicate that station as the manifesting station. Annotate this manifest with all information contained on the DD Form 1387, and annotate GMT hour and date code of aircraft arrival in the upper right-hand corner. Annotate the manifest with the words "over shipment."

57.2.3. Update computer records when in-checking over-shipments by entering all information about the shipment, i.e. TCN, pieces, weight, cube and consignee/consignor.

57.2.4. Adjust or calculate totals listed on the manifest offload processing/in-check list to reflect totals actually received. This includes the manifest and pallet headers, if applicable.

57.2.5. Forward manifest/offload processing list in-check lists to the appropriate section for initiation of over shipment reporting.

58. Pilfered Shipments:

58.1. General. When a shipment arrives at a station and its condition indicates possible pilferage (e.g., cases broken open, mail sacks torn or cut, etc.), the ATOC Duty Officer/Senior Controller will initiate an immediate investigation to determine if pilferage has indeed occurred.

58.2. Procedures. If pilferage is suspected or confirmed:

58.2.1. Make an immediate report, by telephone, to Security Force (civilian equivalent), followed by a written report in the format indicated in Figure 58.1 within 24 hours.

58.2.2. Upon release of the shipment by the security force, the air freight officer/superintendent will coordinate with the CSB/ACA regarding disposition of pilfered shipments. If the chief of security force confiscates the shipment, follow the procedures in paragraph **59.**

Figure 6. Report of Pilferage.

MEMORANDUM FOR

SUBJECT: Report of Pilferage

TO:

1. We submit the following information relative to an incident of suspected pilferage for investigative action:

a. Date, time, and place of discovery.

b. Name, rank, and duty of person discovering.

c. Description of missing items, including all available identifying marks.

d. Station of origin.

e. Intermediate flight stops.

f. Consignor and address.

g. Consignee and address.

h. Name, rank, SSN, and organization of all crew members and passengers on aircraft.

i. Data and time of verbal report to the Security Forces, and name and rank of person accepting.

2. Remarks.

Signature Block

59. Confiscated Shipments:

59.1. General. A cargo/mail shipment within the DTS that is removed due to pilferage, spoilage, suspicion of containing illegal items, etc., is considered to be a confiscated shipment.

59.2. Procedures. When a cargo/mail shipment is confiscated, the air terminal obtains a receipt from the confiscating agency on a TCMD or appropriate transportation release document as if the shipment were terminating. Annotate the document with the reason the shipment was removed from the AMC system.

59.2.1. Advise the consignor, consignee, and HQ AMC/A4TC that the shipment has been confiscated. Make notification by e-mail, fax, or priority message.

59.2.2. If the shipment is released by the confiscating agency within 15 days, then:

59.2.2.1. Originating Stations. Process as an originating shipment and notify the consignor, consignee, and HQ AMC/A4TC that the shipment has been released for onward movement to destination.

59.2.2.2. Enroute Stations. Document and process the shipment as an in-transit shipment and notify the consignor, consignee, and HQ AMC/A4TC that the shipment has been released for airlift to destination.

59.2.3. If the shipment is not released from the confiscating agency within 15 days, the air terminal representative where the confiscating action took place initiates an SF 361 to advise the consignor and consignee of the confiscated status so action may be taken. In addition, notify HQ AMC/A4TC of action taken.

60. Lost Shipments:

60.1. General. If tracer action, which includes a message to the consignee requesting acknowledgment of receipt or non-receipt of cargo, fails to locate a shipment in the AMC airlift system within 15 workdays, it is considered to be a lost shipment.

60.2. Procedures. The station originating the tracer initiates an SF 361 regardless of dollar value and it is distributed IAW DOD 4500.9R, Part II, Chapter 210. In addition to the statement: "Shipment could not be located in the AMC airlift system and has been declared lost." include a statement in the remarks block that the consignee confirms that shipment was not received.

61. Shipments Received and In-checked but cannot be Located in the Terminal:

61.1. General. Consider shipments received and in-checked/processed, but not located in the terminal, as "can't locate" if proof of delivery or movement of the shipment cannot be confirmed. Then perform a thorough check of the terminal complex and take the following actions:

61.2. Procedures:

61.2.1. Initiate tracer action.

61.2.2. Records section will review over shipment reports to determine if the shipment has been reported as an over shipment by another station. If reviewing over shipment reports provides negative results, records section will send a missing shipment message to all en route stations and the final destination station within 72 hours after discovery of the missing shipment.

61.2.3. If all responses are negative, CSB/ACA will contact the consignee to determine receipt/ non- receipt.

61.2.4. If completed tracer action fails to locate the shipment within 10 days, consider the shipment lost and follow lost shipment procedures previously outlined in paragraph **60.2.**

61.2.5. If pilferage is suspected, follow procedures in Para **58.**

61.2.6. Delete shipments that cannot be located within the time frames cited in preceding paragraphs from the port management level with deletion reason code F. Deletion transactions must be approved in writing by the air freight officer/superintendent or their designated representative. Management must ensure deletion authorization is controlled at the supervisory level.

62. Found Shipments. Document shipments found in the AMC terminal as over shipments and send on to the ultimate consignee.

63. Damaged Shipments:

63.1. General. Inspect all cargo shipments for damage. Terminals will not accept originating shipments that appear to be damaged, except those received via intermediate carriers, e.g. commercial trucks. For all damaged shipments which are accepted, circle the line item on the manifest/shipping document, annotate degree of damage on reverse side of manifest/shipping document, and frustrate to CSB/ACA, or equivalent authority, pending corrective action or receipt of disposition instructions.

63.2. Procedures. In the event a shipment has been damaged within the AMC airlift system, take the following appropriate action:

63.2.1. When only the container is damaged, the operations officer arranges with the appropriate activity to have the shipment repacked, marked and labeled, as required.

63.2.2. If inspection reveals the contents are slightly damaged and the shipment is a non-technical item, the air freight officer/superintendent (contract station manager) determines if the shipment should be sent to its destination. If it contains a technical item, frustrate it to the CSB/ACA or equivalent authority. The CSB/ACA or equivalent authority will have the contents inspected by a qualified individual to determine if the shipment should be sent in its present condition. In either case, initiate a SF 361 within 15 days explaining the cause of damage in the remarks section.

63.2.3. If inspection reveals the contents are damaged beyond economical repair, frustrate the shipment to the CSB/ACA, or equivalent authority, and notify HQ AMC/A4TC. Annotate the reverse side of the station copy of the TCMD/manifest with details of the damage and the date/ time HQ AMC/A4TC was notified. Initiate a SF 361 within 15 days advising the degree of damage and requesting disposition instructions from the shipper. Send an information copy of the SF 361 to CSB/ACA or equivalent authority.

63.2.4. All SFs 361 pertaining to personal property shipments will include the member's name, grade and the shipment TCN.

63.2.5. Prepare a SF Form 364, **Report of Discrepancy**, as applicable, when instances of unsatisfactory preservation, packaging, marking of shipments are encountered.

NOTE: If an incident involves cargo damaged by AMC, locally determine the appropriate transportation account code TAC as in a normal retrograde shipment. HQ AMC/A8 can assist the shipping agency with damage claims between federal agencies.

63.3. Mail Shipments. Inspect all mail shipments for damage or unlabeled pouches at in-checking. If a shipment/pouch incurs damage or has illegible, loose or torn labels within the AMC airlift system, the individual in-checking the mail takes the following actions:

63.3.1. Terminate military mail pouches identified as containing APO or FPO mail to the nearest aerial mail terminal AMT, US military or US Postal Service office designated to handle military mail.

63.3.2. Civil International Mail:

63.3.2.1. Terminate and deliver pouches identified as containing civil international mail originating outside the US, to a general post office (not Army or Air Force post office). This includes an international exchange office or other general post offices, as identified in regulations for the Universal Postal Union (UPU).

63.3.2.2. Terminate and deliver pouches identified as containing civil international mail originating in the US to the nearest AMT or US military post office for repouching or relabeling. If the local post office is not equipped to take the necessary action, deliver such mail to the nearest international postal exchange office.

63.3.3. In all cases where pouches are terminated due to damage or labeling deficiencies, annotate the reverse side of the TCMD/manifest with details of the deficiency and final disposition. Transfer the pouches to the appropriate agency and obtain a recipient's signature and printed name on the TCMD/manifest. Attach a signed copy to the inbound manifest for filing.

64. Diversion of Cargo/Mail:

64.1. General. Do not divert channel cargo accepted into the airlift system and included in the terminal operating level to other modes of transportation without contacting 18 AF/TACC/XOG.

64.2. Procedures:

64.2.1. Release diverted channel cargo that no longer requires air transportation or redirect it to final destination as determined by CSB/ACA or equivalent authority.

64.2.2. Transfer cargo cleared for diversion to the TMF or shipping activity. The TMF/activity signs the TCMD/manifest or release listing for the diverted cargo.

64.2.3. Mark and redocument shipments requiring diversion as appropriate. When notified that a shipment is to be diverted, release the shipment to the TMF or appropriate shipment activity. CSB/ACA or equivalent authority will send a TCMD indicating the diversion to the shipper and both the original or new consignee, as applicable. For example: A shipment arrives at Rota, Spain, for the USS Enterprise, due to arrive there the following week. While the USS Enterprise is en route, it is diverted to Naples, Italy. The shipment now must be moved to Naples.

64.2.3.1. The APOD will receipt for the shipment when notified by the ACA activity prior to the shipment's arrival or while the shipment is still in the air terminal. The ACA activity prepares a new TCMD and all appropriate documentation required for movement to the new

APOD. Once the shipment is receipted, the air terminal updates the APOE to reflect their station and the new APOD destination (this is crucial to ensure correct billing occurs).

64.2.3.2. If the shipment returns NLT 72 hrs after being receipted for by the consignee, the ACA activity originates a new TCMD and other appropriate documentation required for onward movement to the new APOD. The air terminal aborts the original truck manifest and removes the shipment from the manifest. The manifest is departed again using the original departure time and date. Update the APOE of the removed shipment to its location and the APOD to the new location.

64.2.3.3. If the shipment is returned to the air terminal after 72 hours, the ACA activity or equivalent authority reoriginates (i.e., new TCMD, new TCN or other appropriate documentation) the shipment for onward movement to the new APOD. . The shipment is then processed, as originating, in the AMC system with the terminated APOD listed as the APOE on the new document

64.2.4. Cargo diversion policy above does not apply to the opportune movement of AMC channel cargo on non-TWCF aircraft. Manifest and report these shipments, including non-AMC channel offload points, as if moved on TWCF aircraft. When cargo is moved to non-AMC channel offload points, the following restrictions and procedures apply:

64.2.4.1. Ensure the offload point is equipped to handle the offload.

64.2.4.2. Transport the cargo to the offload point, or its close proximity.

64.2.4.3. Ensure the movement does not violate border clearance requirements.

64.2.4.4. The manifest header will reflect the non-AMC channel offload clear text destination, and all other entries, including the APOD fields, will reflect movement to the original AMC channel station.

64.2.4.5. Determine an AMC mission identifier for manifesting and reporting purposes.

64.2.5. If it is necessary to divert mail received at an APOE to another mode of transportation, coordinate the diversion with the AMT or US Postal Service activity. Accomplish the following documentation:

64.2.5.1. Manifest and handle the shipment similar to mail moving on AMC aircraft.

64.2.5.2. Annotate station documents with the words: “DIVERTED TO “(name of carrier, aircraft number, destination to which diverted, and date) and "DIVERSION COORDINATED WITH".

Section F—Aircraft Loading/Offloading

65. General requirements:

65.1. Aircraft loading/offloading requires skillful preparation and close coordination between air terminal work centers. Safety is the paramount consideration. Registered mail, classified cargo and AA&E shipments should never be planned for missions scheduled to RON at offshore non-US bases without coordination. The only exception is when the material is accompanied by escorts or couriers to ensure security during scheduled ground times. The special handling section, load planners, and

load pull crew must watch for possible violations of this restriction and initiate corrective action when necessary.

65.2. Load team crew chiefs are the aerial port's last step in the quality control process and should crosscheck details on the load pull sheet against the cargo markings and types of cargo to prevent shipping cargo to unauthorized destinations and exceeding aircraft limitations.

66. Responsibilities.

66.1. Ramp Services is responsible for ensuring that all manifested cargo and mail is loaded and offloaded as required. The special handling section is only responsible for on or offloading loose shipments of "life or death urgency" material, AMC MICAP/VVIP, and registered mail. Ramp Services' load crews will assemble and inspect all planned loads for pilferage and movement readiness. Ramp Services personnel will load aircraft using an AF Form 4080, **Load Sequence Breakdown Worksheet**, or automated equivalent. If changes occur during assembly or loading, the Ramp Services Supervisor will annotate changes on a copy of the AF Form 4080 and pass changes to the ATOC shift supervisor. Ramps Service supervisors will brief load crews about unique load characteristic and loading prior to actual load or/offload. (e.g., explosives, hazardous materials, vehicles, and outsize cargo).

66.2. Loading team chiefs will complete the Aircraft Loading Team Chiefs Operations Checklist (reference Attachment 3 of this volume). This checklist must be present during the on/offload of aircraft. Local management may add to but not subtract from, this checklist.

67. Safety.

67.1. General. Because of the inherent potential for accidents during aircraft loading/offloading operations, constant safety vigilance is warranted. Total compliance with approved procedures will eliminate accidents; however, indifferent personal attitudes and haste to get the job done cause mishaps. Functional managers and supervisory personnel must be constantly alert for accident potentials and ensure personnel are fully aware of the need for constant caution in high hazard areas.

67.1.1. Metal-wheeled pry bars (J-Bars) are not authorized for use on aircraft cargo floors. Only NSN 3920-01-091-3414 or 3920-00-171-4009 pry bars equipped with three hard rubber wheels are authorized.

67.1.2. Comply with safety requirements of paragraph **11.2.**, as applicable.

67.1.3. Cargo transported on K-loaders will be properly secured to the loader deck prior to placing the loader in motion.

67.1.3.1. Restrain each piece of rolling stock forward and aft with the appropriate tie-down devices (e.g. CGU-1/B, MB1 or MB2). and engage the integral braking system if rolling stock is so equipped. Rolling stock will not be moved from a K-loader until it has come to complete stop. When offloading single axle rolling stock, at least one forward and one aft tie-down device will be used to restrain the rolling stock until secured to a prime mover or positioned/controlled by a load team.

67.1.3.2. Restrain palletized cargo by engaging the fore and aft pallet locks, emergency pallet stops, and by using supplemental restraint (see paragraph **11.2.3.7.5.** for specific guidance concerning K-loader supplemental restraint).

67.1.3.3. Operators are responsible for ensuring safety compliance. When it is necessary for the operator to remain in the cab of the K-loader, the loading supervisor is responsible for ensuring compliance with all safety precautions.

67.1.4. Pallet trains lengths that exceed K-loader capacity, or pallet trains with overhang that prevent engaging both fore and aft emergency pallet stops, will not be transported on any type K-loader. If no alternate means are available and it is determined pallet handling limitations of a K-loader must be exceeded, an Operational Risk Assessment (ORA) MUST be conducted and coordinated/approved by Air Terminal Manager (ATM), Air Freight Officer, ATOC Senior Controller/Duty Officer. The ORA will provide specific guidance concerning placement of the pallet train on the loader and ensure down line stations are notified of special loading requirements. Use supplemental restraint (reference paragraph **11.2.3.7.** for specific guidance), spotters, etc. If a loading situation occurs wherein cargo overhang is a factor, use a second K-loader (if available) mated to the aircraft as a bridge to prevent possible damage to the aircraft ramp.

67.2. Forklift. Secure pallets to the forklift prior to movement when loading/offloading/transporting pallets on forklift with rollerized tines, when pallets are top/side heavy, and when snow or ice may have accumulated between the forklift tines and the pallet.

67.2.1. Secure all objects of irregular shape, including aircraft engines, to the forklift mast frame before being raised, lowered, or moved. Place large irregularly shaped objects on pallets for stability before transporting.

NOTE: Ensure protruding engine parts (afterburners, etc.) are not damaged during transport.

67.2.2. Secure non-unitized warehouse type skids or individual containers of explosives to material handling equipment (including forklifts) to prevent movement. The cargo need not be secured to forklifts when container skids or pallets have integral 360 degree tine enclosures. Positively secure together/unitize stacked explosives prior to movement. Do not use forklifts to transport explosives in over-the-road type operations, or out of the immediate work area IAW AFI 91-201, AMC Sup 1.

67.3. Wide Body Aircraft. Use loaders designed to service wide body aircraft when available. Hi-lift trucks may be used as alternatives. Due to the fuselage contour of these aircraft, use extreme care when positioning equipment for on/offload operations.

67.3.1. When K-loaders without deck extensions are used to service lower lobe compartments, they are normally backed to the aircraft. Before attempting to back a K-loader, the vehicle operator must ensure the primary spotter is clearly in view and signals are understood. Accurate preliminary height adjustment of the loader deck is critical in lower lobe operations. The vehicle operator will stop the K-loader approximately 10 feet from the aircraft for preliminary height adjustment. Load crew personnel must exercise extreme caution when approaching and stepping over the gap between the loader deck and aircraft floor as this gap is much greater then in other loading operations.

67.3.2. Bare tine loading operations may be conducted as needed for training or when rollerized tines are not available. Rollerized tines will be used when they are available.

68. Loading Restrictions/Limitations:

68.1. General. Load cargo in a manner to allow flight crews access to the rear of the aircraft. Permanent walkways along each side of the cargo compartment provide required access. No part of the cargo/mail load above floor level will protrude beyond the vertical stacking line of the pallet. Tie-down devices (straps, chains, cables, etc.) stretched across the aisle will not be considered an obstruction unless such devices are higher than 18 inches above the floor, or are spaced less than 18 inches apart.

68.2. Emergency Exits. Consider all exits, including passenger and cargo loading doors suitable for personnel evacuation from the main cabin, as emergency exits. Litters erected across an emergency exit do not constitute an obstruction.

68.3. Personnel Seating in Cargo Aircraft. When the load consists of palletized netted cargo or floor loaded cargo secured with straps, maintain a 30-inch space between the cargo and the nearest forward occupied seat. When the cargo consists of vehicles, canned engines or other large items secured with chains and devices, the 30-inch spacing is not required. On KC-135 aircraft equipped with rollers, maintain a 14-inch space between the seats and the vertical stacking line of cargo on pallets. Make seating arrangements to allow passengers to evacuate from exits permitting best access to emergency equipment.

NOTE: For exceptions to the 30-inch-between-passenger-and-cargo rule, reference applicable Aircraft Loading Manual TO 1C-XXX-9.

68.4. Commercial aircraft (narrow-body) lower compartment (belly) loading. Load soft materials such as baggage, mail and cardboard boxes in the lower compartment to avoid damage to the aircraft. Ensure clearance is maintained around internally mounted auxiliary power units and other installed equipment.

68.4.1. Use extreme caution during loading to prevent damage to the pressure seal of the lower compartments, and exercise care in positioning cargo/mail in the compartment so the floor or sides of the compartment are not punctured.

68.5. Palletized Loads. Follow all requirements and limitations outlined in the applicable TO 1C XXX-9.

69. Outbound Load Pulling:

69.1. Procedures. Ramp Services and the Air Freight Special Handling Section will receive an AF Form 4080/load pull sheet from load planning.

69.1.1. The Ramp Services and Special Handling sections will use the AF Form 4080 to pull the pallets and/or loose shipments from the storage areas and assemble the load. Crews will ensure the pallet identifier, destination and weight on the DD Form 2775 match the data on the load pull sheet. For loose shipments, match the TCN on the label (DD Form 1387) to the shipments on the load pulling document. Sequence the load IAW the load pull sheet.

69.1.2. Inspect all pallets and loose shipments for discrepancies (e.g., damage, pilferage, improper tie-down, improper documentation, etc.).

69.1.2.1. Ensure all snow, ice, and standing water is removed from pallets prior to loading on an aircraft.

69.1.3. If any discrepancy is noted during the inspection and corrective actions are impossible, then notify load planning, so the load can be supplemented.

70. Aircraft Loading:

70.1. General. For detailed loading information and instructions concerning a specific type of aircraft, consult the appropriate TO 1C-XXX-9. Where the TO 1C-XXX-9 is more restrictive than this instruction, the TO 1C-XXX-9 will prevail.

70.1.1. The loadmaster/boom operator receives the load briefing from ATOC. The ATOC will coordinate with the loadmaster/boom operator to establish a loading time and pass the time to ramp services.

NOTE: The loadmaster/boom operator will receive a load brief from Ramp Services at stations without an ATOC section.

70.1.2. The Ramp Services dispatcher coordinates a loading time with the ATOC and dispatches a loading team to load the aircraft.

70.2. Procedures. The load team supervisor will conduct a detailed briefing concerning all aspects of the load with all members of the load team. The load team supervisor will ensure all necessary equipment is available and delivered to the aircraft (ramp support, bridge plates, chock, shoring, etc.) and assigns qualified drivers to operate the materials handling equipment MHE to transport the load to the aircraft and load the aircraft.

70.2.1. Loading operations will be a coordinated effort between the load team supervisor and the loadmaster/boom operator/contractor representative, etc. The load team, under the direction of the load team supervisor, assists the loadmaster/boom operator in preparing the aircraft for loading.

70.2.2. Prior to aircraft loading the load team supervisor performs a pre-inspection of cargo loads, the aircraft cargo compartment, and aircraft loading aids.

70.2.3. A chock will be placed in position far enough from the back of the aircraft to ensure MHE does not come in contact with the ramp and spotters assigned to direct the MHE in position for loading. The vehicle operator will not move the vehicle within 10 feet of the aircraft unless assisted by a spotter. The vehicle operator will not attempt to judge clearances.

NOTE: K-Loaders must stop at least 10 feet from aircraft for preliminary alignment. K-loaders will maintain approximately four to eight inches clearance between the rubber bumpers and the aircraft for minor adjustments during onloading. Forklifts will also maintain four to eight inches from the front of the fork tines and the aircraft

70.2.3.1. Close coordination between the primary spotter and vehicle operator must be maintained. Clear and concise signals must be used. In all instances where the vehicle operator does not understand, or is not sure of a signal given by the spotter, the vehicle operator will stop movement of the vehicle until clarification is received. Operators will halt movement of the vehicle any time visual or audible communication indicates to do so, or any time he or she cannot see or hear the spotter.

70.2.4. Pallet loading precautions:

70.2.4.1. Do not use dual rail detents (locks) as pallet stops.

70.2.4.2. Position pallet side rings in the up position to prevent binding in the rail system.

70.2.4.3. Avoid walking on aircraft restraint rails. Personnel may walk on the C-130 restraint rails when the guard is in place.

70.2.4.4. Push pallets onboard the aircraft.

70.2.4.5. Avoid pulling pallets onto the aircraft.

70.2.4.6. Do not position yourself between pallets that are locked in place and those being loaded.

70.2.4.7. Ensure there is adequate clearance when moving loaded pallets onto the aircraft.

70.2.4.8. When pushing pallets onboard aircraft, avoid excessive speeds by maintaining control of pallet at all times.

70.2.4.9. Gravity movement of pallets is prohibited.

NOTE: On/Offload of a knelt C-5 does not constitute gravity movement as long as pallets are controlled. At no time will the K-loader driver lower or raise the bed of the vehicle while pallets transition on to the aircraft ramp.

70.2.5. Vehicles and rolling stock.

70.2.5.1. Select licensed/qualified personnel to drive vehicles/equipment on/off the aircraft. When a licensed/qualified operator is not available, consider other methods of loading. If no other method of loading is feasible or practical, the ramp supervisor will notify ATOC. When all efforts to obtain a licensed/qualified operator are exhausted, ramp supervisor will determine the most qualified individual to safely operate and load the vehicle/equipment aboard the aircraft. The loadmaster/boom operator directly supervises the loading operation.

70.2.5.2. If a vehicle/equipment is to be loaded using the aircraft auxiliary ground loading ramps, ensure they are properly installed and spaced to align with all wheels of the vehicle/equipment to be loaded.

70.2.5.3. If a vehicle or equipment is to be loaded from the platform of a K-loader, ensure bridge plates and truck loading ramps are properly installed and spaced to align with all wheels of the vehicle/equipment to be loaded. Also, ensure the aircraft ramp support is properly installed.

70.2.5.4. Install shoring as required.

NOTE: The shipper is required to supply specialized shoring for large specialized shipments such as helicopters, mini submarines, tracked vehicles, etc.

70.2.5.5. Ensure fire extinguishers are available.

70.2.5.6. Ensure there is adequate ventilation in the cargo compartment of the aircraft.

70.2.5.7. Ensure vehicles and equipment are placed in lowest gear, low range, four-wheel drive (if applicable).

70.2.5.8. Check brakes for proper operation.

70.2.5.9. The loadmaster/boom operator/spotter will direct the vehicle/equipment into the aircraft and into the preplanned loading position in a very slow and safe manner.

70.2.5.10. Park vehicles/equipment in the stowed position on the aircraft with standard transmission in its lowest gear and set the parking brake. Stow vehicles/equipment with automatic transmission in park and set parking brake (***EXCEPTION:*** Park diesel and multi-fueled vehicles/equipment in neutral.)

70.2.5.11. The vehicle/equipment operator remains at the controls until the initial fore and aft restraints are applied.

70.2.6. Securing Cargo and Pallets. The loading team will assist to ensure all pallets are locked into position and all required tie-down is applied upon completion of upload and will properly restrain all loose cargo.

70.2.7. Loose Equipment. Stow all unused tie-down equipment (straps, chains, devices, tie-down fittings) in proper storage areas.

71. Special Cargo Loading/Offloading:

71.1. Signature Service Cargo. The special handling representative will ensure the accountability of all signature service cargo loaded aboard an aircraft and transfer of custody IAW paragraph **39.** of this volume.

71.2. Human Remains (HR). Stow transfer cases aboard aircraft with the head toward the nose of the aircraft and ensure the head is higher than the feet. This will normally be accomplished by stowing the case on the aircraft or pallet in a level position. No other cargo or miscellaneous items, besides other HR shipments, may be placed on top of HRs. Due to their time-sensitive nature, HR will not be bumped unless their continued movement precludes mission accomplishment or impacts flight safety. Coordinate bumping of HRs with 18 AF/TACC/APCC through the ATOC. Transfer of custody will be accomplished IAW paragraph **40.** of this volume. Load HRs aboard aircraft so they are among the last items to be jettisoned, if necessary.

71.3. Registered Mail Loading. Registered mail should be the last item loaded aboard an aircraft and, if possible, loaded in a position readily accessible to the responsible crew member. Transfer of custody will be accomplished IAW paragraph **43.** of this volume.

71.4. Hazardous Materials. Observe utmost precautions when handling or transporting hazardous materials. Only personnel trained/qualified may handle/load/offload hazardous materials on aircraft. Load all hazardous materials aboard aircraft in a manner to afford easy accessibility and ready inspection in-flight. Hazardous cargo that is considered jettisonable shall be positioned aft of non-jettisonable cargo (e.g., rolling stock, pallet trains, etc.) except when its size, weight, and location will permit jettisoning by hand. Adhere to the following safety precautions when loading hazardous cargo:

71.4.1. Proper ventilation.

71.4.2. Aircraft placarding.

71.4.3. No smoking.

71.4.4. Fire extinguisher availability.

71.4.5. Aircraft electrical grounding (when required IAW T.O. 00-25-172).

71.4.6. Thorough inspection of cargo.

71.4.7. Stowage away from heater outlets and other heat or electrical sources.

71.4.8. Medical personnel notified if radioactive material is damaged.

71.4.9. Use of protective clothing and equipment as required when handling hazardous materials.

71.5. Aircraft Overboard Venting of Cryogenic Liquid Storage and Transfer Tanks. All cryogenic liquid storage and transfer tanks (unless accepted in AFMAN 24-204 (I)) must be vented overboard the transport aircraft. The shipper is responsible for providing specific venting instructions in the Shipper's Declaration of Dangerous Goods and for providing the equipment needed to vent the container overboard. Preparation and hookup of the vent system will be accomplished by qualified shipper or aircraft maintenance personnel IAW the procedures outlined in TO 37C2-8-1-127, Liquid Oxygen and Nitrogen Overboard Vent System, C-130, C-17 and C-5 series aircraft. ATOC prearranges for a qualified person to make the hookup at the desired time. Air terminal personnel and aircraft loadmaster/boom operators are not qualified to make the hookup or disconnection.

72. Aircraft Offloading:

72.1. General. Ramp Services is responsible for offloading all terminating cargo and mail from the aircraft and delivering it to the terminating cargo receiving area. For detailed offloading information and instructions concerning a specific type of aircraft, consult the appropriate TO 1C-XXX-9.

72.2. Procedures. Ramp Services and Special Handling receive information on inbound aircraft from ATOC including a complete load break down as soon as it is available. Ramp Services will use the load breakdown to determine the equipment needed to offload the aircraft.

72.2.1. The ramp services dispatcher receives an arrival time for the aircraft from ATOC and assigns a team to offload the aircraft. The offloading team ensures all necessary equipment is available and meets the aircraft as expeditiously as possible.

72.2.2. All offloading operations will be a coordinated effort between the load team supervisor and the loadmaster/boom operator.

72.2.3. The offload team, under the direction of the load team supervisor, assists the loadmaster/boom operator in preparing the aircraft for download.

72.2.4. The special handling representative will ensure the accountability of all special cargo offloaded from aircraft and transfer custody IAW **Section D** of this volume.

72.2.5. Position MHE at the aircraft for offloading in the same manner as for loading (reference paragraph **70.**).

72.2.6. Similar precautions that apply to the loading of pallets and rolling stock also apply to the offloading of this cargo (reference paragraph **70.**).

72.2.7. Ramp Services delivers the load to the terminating cargo processing section. When possible, keep mission loads together and process loads in order of aircraft arrival and priority. Special handling shipments should be delivered directly to the special handling section.

73. Aircraft Shoring Kits:

73.1. General. Aircraft services will maintain sufficient quantities of shoring kits according to items in AFWUS to meet each UTC LOGDET requirement.

74. Nuclear Cargo Loading:

74.1. General. Nuclear airlift missions are one of the most important types of missions in the airlift system. Contingency/emergency airlift procedures are in AFI 11-2C-XXX, Vol 3, and AMCI 11-208, *AMC Tanker/Airlift Operations*.

74.2. Shoring and Equipment Requirements (Stockpile):

74.2.1. Aerial port/transportation squadrons maintain nuclear shoring kits as outlined below to support PNAF during peacetime and contingency/emergency requirements levied by the operating wing in support of AMC/OPLANS.

74.2.2. Issue and Return. Administer the issue and return of shoring from the respective storage kits as follows:

74.2.2.1. The responsible aircrew loadmaster/boom operator notifies the ATOC, or appropriate office, of the type and amount of shoring required for the planned mission using the AMC Form 292, **C-17 Special Loading Equipment Receipt**.

74.2.2.2. The unit storing and maintaining the shoring stockpile fills the requirement and delivers the shoring to the aircraft, along with AMC Form 292 prepared in duplicate, for transfer of accountability. This applies to the loading of training kit components as well as kit components loaded on flyaway missions.

74.2.2.3. The responsible aircrew member inventories and receipts for items received. The storing unit keeps the original copy of AMC Form 292, and the duplicate copy is given to the aircrew member.

74.2.2.4. Upon return of the shoring equipment to the storing unit, it must be inventoried jointly by the aircrew member and the storing unit representative. To justify stock replenishment, annotate in the remarks section of AMC Form 292 the number of missing items and the condition of returned items. Once the shoring kit has been returned to the storing activity, retain AMC Form 292 in the station files and dispose of it IAW AF Records Disposition Schedule available on-line at **https://afrims.amc.af.mil**

74.2.3. Nuclear Shoring Kit Inventory, RCS: AMC-A4TC (A) 8002. Accomplish an annual inventory during the first quarter of each fiscal year by the unit storing the kit to ensure the required stockpile is maintained and the equipment is serviceable. AMC Form 292 may be used to accomplish this inventory. The unit performing the inventory maintains a copy of the inventory in station files and disposes of it IAW AF Records Disposition Schedule available on-line at **https://afrims.amc.af.mil**. Send AMC Forms with a cover letter identifying the inventory as RCS: AMC-A4TC (A) 8002, *Nuclear Shoring Kit Inventory*. Responsibility for preparation and submission of this report rests with the operations officer.

74.2.4. The number of required PNAF shoring kits for each unit is shown in **Table 6.** A detailed listing of minimum shoring kit/equipment is contained in **Table 7.**

Table 6. Prime Nuclear Airlift Force (PNAF) Shoring Kit Requirements.

PNAF	Number of Kits
(Table 74.2)	5

Table 7. C-17A Special Loading Kit.

Item (Color-Coded)	Quantity
A Shoring – Green (3/4 X 24 X 12)	2
B Shoring – Green/Black (3/4 X 24 X 16)	2
C Shoring – Green/Red (3/4 X 24 X 20)	2
D Shoring – Green/Blue (3/4 X 24 X 24)	2
F Wedge, Aluminum	2
G Wedge	2
H Shoring – White (3/4 X 24 X 96)	36
I Shoring – Red/Yellow (3/4 X 24 X 48)	10
J Shoring - Silver (3/4 X 48 X 96)	18
L Shoring – Blue/Yellow (3/4 X 48 X 76)	2
Chocks (2 Ea Per Set)	3 sets
MA- 1 Wheeled Pry bar (Notes l and 3)	2
Aluminum Bridge Plates (2 Ea Per Set)	1
Ramp Pedestal Shoring – (3/4 X 18 X 30) (8 pcs = 1 set)	* 4 sets
463L Pallets(1 EA)	5

* Any wood shoring which forms a solid base (11 X 20 or greater) footprint is authorized for use to support the ramp.

NOTES:

1. The wheeled pry bar type MA-1 authorized by TO 1C-17A-9 may be used for loading/offloading.The limitations specified in the technical order apply
2. Steel or aluminum bridge plates authorized by TO 1C-17A-9.
3. Pry bars will be maintained IAW TO 35 B10-2-4-2
4. Shoring kits are developed IAW 1C-17A-16-1

74.3. 463L Pallets and Tie-down Equipment. Inspect and ensure pallets and tie-down equipment are maintained and serviceable IAW TO 35D33-2-2-2, 463L Air Cargo Pallets, and 13C2-1-1, Cargo Tie-down Equipment Cleaning Repair and Test Instructions.

75. Missile Loading/Offloading. Load missiles IAW instructions contained in the aircraft TO 1C-XXX-9-2.

76. Aircraft Loadmaster/Boom Operator Responsibilities. As a primary crew member of cargo aircraft, loadmasters/boom operators are direct representatives of the aircraft commander. They plan loads, handle troops/passengers, prepare equipment for airdrop, and supervise loading, tie-down, and offloading of cargo, mail, and baggage. They participate in the aerial delivery of equipment, supplies, and personnel

from aircraft in-flight. They are trained in aircraft emergency procedures and aircraft weight and balance computations. The loadmaster/boom operator reports for duty in advance of flight departure to receive the load description from ATOC to verify the traffic load plan (plans loads at non-AMC stations). The loadmaster/boom operator also performs assigned aircraft preflight actions, coordinates with appropriate air terminal activities, supervises the onload and offload of the aircraft and completes the DD Form 365-4, **Weight and Balance Clearance Form F-Transport/Tactical**. For additional detailed loadmaster/boom operator responsibilities, see applicable AFI 11-MDS Vol 3.

77. Special Assignment Airlift Missions (SAAM), Joint Airborne/Air Transportability Training (JA/ATT), and Other Support Type Missions:

77.1. General. At locations having a positioned Contingency Readiness Group (CRG), transportation personnel will compile the transported force's documentation, identify special handling requirements, sequence loads in order of movement precedence, provide for consolidated load delivery to the aircraft, and accomplish the required load briefings. When there are no AMC CRG or transportation support personnel, the unit being moved or host mobility force accomplishes these functions.

77.1.1. At stations, airports, contractor and/or manufacture sites, or other locations where AMC air terminal or transportation personnel are not available, the shipper accomplishes ground servicing functions by providing sufficient qualified personnel and handling equipment required for the loading and offloading operation.

77.2. AFJAM 24-204 (I) Chapter 3 moves will be identified in the aircraft mission Form 59.

78. AMC Aerial Port Phase II Aircraft Loading Program. The purpose of the Phase II program is to allow the aerial port to better manage its manpower and resources for aircraft loading/unloading independent of aircrew availability. The Phase II program is not to be used as an aircrew enhancement.

NOTE: The aerial port will determine whether or not to Phase II an aircraft when a loadmaster/boom operator is receiving a check-ride by an examiner loadmaster/boom operator or an instructor requires the cargo upload for loadmaster/boom operator upgrade training. ATOC will coordinate with the aircrew to avoid interference between Phase II loading and aircrew training/evaluations. AMCI 24-101, Vol 7, *AMC Aerial Port Phase II Aircraft Loading Program*, provides additional guidance and program administration procedures.

79. Engine Running Onload/Offload ERO Procedures for C-130, C-17 and C-5 Aircraft

79.1. General. The ERO procedures listed below expedite the flow of aircraft through airfields during airland operations where the reduced ground time warrants a departure from normal operating procedures. The ATOC is designated as the coordinating and approving authority for aerial port ERO support (reference AMCI 24-101, Vol 9, for specific guidance). ATOC is the aerial port coordination and approving authority for ERO request. ERO operations may be accomplished if:

79.1.1. Meet appropriate provisions of AFI 11-202, Vol 3, *General Flight Rules*, are met. Follow the following guidelines when performing ERO's.

79.1.2. Explosive operations for EROs. EROs with explosive cargo requires authorization by the JA/ATT exercise operations order (OPORD), or contingency air tasking orders. However, Explosive Hazard Class Division 1.4 may be provided ERO support without an OPORD. EROs with any class of explosives requires stringent operational risk management consideration.

79.2. Ground Support Team. A ground support team consists of aerial port, maintenance, and user personnel (as applicable) formed as one overall and cohesive unit. The number of such teams depends on the number of aircraft anticipated to be on the ground at the same time.

79.2.1. Team structure:

79.2.1.1. A maintenance team consists of one aircraft maintenance parking director and two assistants.

NOTE: Airfield or CRG commander may direct use of ERO parking director assistants. Decision to require assistants will be based on airfield conditions (e.g., limited clearance or personnel/equipment, traffic congestion). Non-maintenance personnel can perform as assistants if wing tip clearance is not critical.

79.2.1.2. A load team consists of one 2T2X1 as team chief and at least two additional personnel. Type aircraft and load determine team size. User personnel will augment as requested by the loading team chief.

79.2.2. Team equipment:

79.2.2.1. Onload and offload personnel will be equipped with gloves, steel-toed boots, hearing protection, and goggles. During hours of darkness or reduced visibility, reflective vests/belts will be worn.

79.2.2.2. Other equipment will include the following as required:

79.2.2.2.1. Extra sets of C-l30 auxiliary ground loading ramps.

79.2.2.2.2. Vehicle with front mounted pintle hook (prime mover).

79.2.2.2.3. C-l30 ramp support (milk stool).

79.2.2.2.4. MHE as required.

79.2.2.2.5. Illuminated wands.

79.2.3. Team duties--onload:

79.2.3.1. Maintenance:

79.2.3.1.1. As aircraft taxies into a parking spot, the parking director and assistants will locate themselves in a position to expeditiously accomplish their assigned tasks.

79.2.3.1.2. The maintenance parking director directs the aircraft to the parking spot. After the aircraft comes to a complete stop, clear the area forward of the aircraft and position one person immediately aft and 20 feet outboard of each wing tip to ensure the area remains clear.

79.2.3.2. Load Team:

79.2.3.2.1. The load team chief will ensure a combination safety briefing and safety check is conducted prior to the start of ERO operations (reference this volume's ERO Checklists for more details, listed as AMCI 24-101, Vol 11, CL1, *C-130 Engine Running Onload/Offload Checklist*, CL3, *C-5 Engine Running Onload/Offload Checklist*, and CL4, *C-17 Engine Running Onload/Offload Checklist*). Briefing topics include hand signals, route to aircraft, load team position, type of cargo, specific on/offloading instructions, and use of

MHE. Personal safety items checked will include reflective vests/belts, gloves, ear protection devices, steel-toe boots and goggles (***EXCEPTION:*** goggles are optional for C-17 and fwd loading C-5 aircraft). Vehicle and troop directors use distinctive clothing/equipment such as reflective vest and wands for night operations. Vehicle operators will remain in their vehicles when within 50 feet of aircraft and until vehicle is secured aboard aircraft with one chain forward and one aft.

79.2.3.2.2. Loading team chiefs maintain complete control of their teams, positioning them in a preplanned area clear of engine exhaust, and at least of 50 feet aft (C-5: l50 feet fwd and aft) of the aircraft when it has stopped. The preplanned area should be on the outside of the aircraft's turning radius and clear of engine exhaust.

79.2.3.2.3. The loading team will not approach the aircraft until all engines are in low speed ground idle or reverse thrust. (C-5 loading team does not approach the aircraft until the crew entrance door is deployed and the scanner has deplaned). At night, wing leading edge lights may be on to enable the ground crew to monitor engine danger areas.

79.2.3.2.4. When the aircraft has stopped and engines are in low speed ground idle or reverse thrust (on C-5 scanner has deplaned), the load team chief will rapidly position the team via a route that will take them perpendicular to the aircraft's fuselage, at least 50 feet aft (C-5: l50 feet fwd or aft) of aircraft, until reaching aircraft center line where they will turn and approach the aircraft. ***WARNING:*** Load teams will remain clear of aircraft cargo ramp until positioned for onload.

79.2.3.2.5. The loading team positions support MHE as required. Trained team personnel install the extra set of aircraft auxiliary ground loading ramps as required. Team members may assist the aircraft loadmaster/boom operator in positioning stabilizer struts.

79.2.3.2.6. Under the direction of the team chief, vehicle operators position the load at least of 50 feet aft and slightly to the right or left of the aircraft fuselage, leaving a clear path behind the aircraft. (C-5: load will be positioned a minimum of l50 feet fwd or aft and slightly to the right or left of the aircraft fuselage.)

79.2.3.2.7. The aircrew loadmaster/boom operator retains overall responsibility for loading the aircraft. The load team chief will coordinate with the aircrew loadmaster/boom operator to present the manifest and discuss the load sequence, ground vehicle direction and tie-down pattern, and obtain the completed, outbound DD Form 365-4, **Weight and Balance Clearance Form F--Transport**.

79.2.3.2.8. A minimum of two personnel will go aboard and assist in preparing the aircraft for a specific load. Other personnel position the first piece of equipment to be loaded at the bottom of the aircraft cargo ramp.

79.2.3.2.9. The ground vehicle director takes a position clearly visible to the vehicle driver.

NOTE: If trailers are pushed aboard, the vehicle director takes a position on the left side of the prime mover next to the driver's cab.

79.2.3.2.10. Positioning the load inside the aircraft requires load team members' assistance in observing load clearance.

79.2.3.2.11. When onload is complete, except for ramp load, troops are directed aboard by the troop director. All personnel are to remain a minimum distance of 50 feet (C-5: l50 feet) from the aircraft until reaching the aircraft centerline from where they will be directed by the team chief to the aircraft. Complete ramp loading after all troops are on board.

79.2.3.2.12. Trained team members may assist in stowing the auxiliary loading ramps on the aircraft cargo ramp and placement of extra auxiliary loading ramps in the ERO team vehicle as required. When the aircraft is secured, the team chief stops 50 feet aft on the aircraft centerline and signals with thumb up (hand signal) to inform the aircrew loadmaster/ boom operator the load team and equipment are all clear of aircraft.

79.2.4. Team Duties--Offload:

79.2.4.1. Maintenance. Same as onload.

WARNING: Load team personnel will remain clear of the aircraft cargo ramp until it is positioned for offload.

79.2.4.2. Load Team. Same as onload.

79.2.4.2.1. If troops are aboard, they are deplaned at the direction of the aircraft loadmaster/boom operator as soon as the auxiliary loading ramps are installed (C-5: as soon as the fwd and/or aft ramps are deployed). Instruct troops to proceed a minimum of 50 feet aft (C-5: l50 feet fwd or aft) of the aircraft before turning left or right and continue parallel to the aircraft's wing a minimum of 300 feet before stopping.

79.2.4.2.2. The Team chief will coordinate offload procedures and conditions with the aircrew loadmaster and receive the manifest and outbound DD Form 365-4. ***EXCEPTION:*** C-130 loadmasters are not required to present a completed DD Form 365-4 when the aircraft is departing empty (reference AFI 11-2C-130, Vol 3, *C-130 Operations Procedures*, for specific details).

79.2.4.2.3. Additional team members position themselves on the right side of the aircraft ramp until all troops have deplaned. The Team chief directs the team aboard to remove any remaining tie-down restraints, beginning with the first vehicle to be offloaded and working forward or aft as appropriate for the specific aircraft.

79.2.4.2.4. The ground vehicle director takes a position 25 feet to the rear (C-5: rear or front) of the aircraft and directs vehicles 50 feet aft (C-5: l50 feet fwd or aft) before they turn to the left or right to the receiving area.

79.2.4.2.5. The offloading crew departs the aircraft after ensuring all tie-down equipment is positioned on the aircraft centerline and auxiliary loading ramps are placed on the aircraft ramp. (C-5: Stow tie-down equipment in containers during kneeling and unkneeling if time permits.)

79.2.4.2.6. Trained team members assist in stowing the auxiliary loading ramps on the aircraft cargo ramp and placement of extra auxiliary loading ramps in the ERO team vehicle. When aircraft is secured, the team chief stops 50 feet aft on the aircraft centerline and signals with thumb up (hand signal) to inform the aircrew loadmaster/boom operator the load team and equipment are all clear of aircraft.

79.3. Palletized on/offload:

79.3.1. Trained team members may assist the aircraft loadmaster/boom operator in positioning stabilizer struts. C-130 aircraft ramp support is positioned by the loading team.

79.3.2. The team chief will coordinate with the aircrew loadmaster/boom operator on the planned load sequence, present manifests, and obtain the outbound DD Form 365-4.

79.3.3. Loading equipment is positioned a minimum of 50 feet aft (C-5: 150 feet forward or aft) and on the aircraft centerline until directed by the team chief to approach the aircraft.

NOTE: Only one piece of loading equipment is to be directed to approach the aircraft at any given time.

79.3.4. Team members are to be positioned at appropriate points to chock loading equipment and observe clearances as required.

WARNING: When onloading, and offloading or transporting pallets on forklifts with rollerized tines, secure pallets to the forklift during movement.

79.3.5. When loading is complete, the C-130 aircraft ramp support is removed by the loading crew. The team chief notifies the aircrew loadmaster/boom operator the load is secured and moves the team and equipment to a safe area.

79.4. Passengers:

79.4.1. Passenger loading using the crew entrance door will be in accordance with the appropriate AFI 11-2 MDS Vol. 3 publications.

NOTE: Deplaning personnel must be briefed to remain forward of the extended interphone cord.

79.4.2. Exiting through the aft cargo door and ramp is preferred when more than 10 passengers are involved. Offload passengers before offloading cargo and load passengers after onloading cargo, unless cargo size and location dictate otherwise.

80. Pallets, Nets, Tie-down equipment, and RFID Tag Control and Accountability: (Not applicable to ANG and AFRC)

80.1. General. Each AMC unit appoints a pallet/net and tie-down equipment manager IAW DOD 4500.9-R-1, Part VI.

80.1.1. The unit pallet/net and tie-down equipment manager is responsible for accounting for, issuing, and controlling pallets, nets, tie-down chains, straps, devices, pallet couplers, RFID tags and nuclear shoring kits.

80.2. Procedures. The home station Ramp Services tie-down representative prepares the AF Form 4069, **Tie-down Equipment Checklist**, for tie-down equipment issued to each home station aircraft.

80.2.1. Before aircraft departure from home station, the ramp services tie-down crew representative initiates an AF Form 4069, then inventories and issues all tie-down equipment to comply with the appropriate aircraft configuration or mission directives. The original copy, which accompanies the aircraft, is placed in a protective folder (red press-wood binder type folder, NSN 7530-00-634-1795, is recommended for use.) This is to increase visibility of the AF Form 4069 and reduce the possibility of the forms being disposed of as trash. If these folders are not immediately available, any folder with prong fasteners can be used. Stencil "AF Form 4069" in bold print on both sides of the folder for increased visibility. The tie-down crew representative will ensure

sufficient copies are prepared for each en route station. AF Forms 4069 are not required for training missions scheduled to depart from and return to home station without an interim stop.

80.2.2. The loadmaster/boom operator inventories the tie-down equipment and ensures the quantities on hand are sufficient for the mission. The unit pallet/net and tie-down equipment manager maintains a signed copy (dispose of IAW AF Records Disposition Schedule available on-line at **https://afrims.amc.af.mil**)

80.2.3. The ramp service tie-down representative will perform a one-for-one exchange of tie-down equipment for channel airlift missions. For Contingency/SAAM type missions, the deploying units must provide the tie-down equipment for restraint of their pallets. If a one-for-one exchange is not possible, annotate the AF Form 4069, Part III, with the amount of tie-down equipment issued and the reason. The tie-down representative maintains a copy of this form in station files.

80.2.4. At en route stations tie-down representatives will annotate AF Form 4069 upon aircraft arrival/departure. In the absence of an AF Form 4069, the en route station will generate one based on arrival tie-down inventory and annotate “Issued by XXX” (station code) at the top of the form.

RECORD: If there are no air transportation requirements at the aircraft, then there is no requirement to annotate the AF Form 4069.

80.2.4.1. The ramp services tie-down representative meets all AMC transport aircraft upon arrival at home station, and inventories tie-down equipment. Enter the amount of each type of tie-down equipment on the aircraft in the termination check column of the AF Form 4069. Compare the station file copy of AF Form 4069 with the aircraft copy to determine missing/lost equipment. The loadmaster/boom operator makes a written statement if required. Air freight takes appropriate action for lost tie-down equipment IAW AFMAN 23-220, Report of Survey for Air Force Property and AFI 23-111, *Management of Government Property in Possession of the Air Force*.

80.2.4.2. Treat AMC aircraft temporarily based at an en route station like home station aircraft for the duration of their assignment. Maintain their tie-down inventory at the same level as when they first arrived. Copies of the AF Form 4069 will be completed and maintained by the Ramp Services tie-down monitor.

80.2.5. Issuing tie-down equipment to other-than-AMC aircraft:

80.2.5.1. Ramp services tie-down personnel are responsible for issuing tie-down equipment to other-than-AMC aircraft, using AF Form 1297, **Temporary Issue Receipt**.

80.2.5.2. Prepare the AF Form 1297 in duplicate. Print the name, organization and location of the individual who signs for the tie-down equipment legibly on the form. Annotate the following statement on the AF Form 1297: "Tie-down equipment will be returned to issuing station within 30 days." The original copy of the AF Form 1297 is kept by the flight crew and the duplicate copy is maintained by the unit pallet/net and tie-down equipment manager for future reference (dispose of IAW AF Records Disposition Schedule available on-line at **https://afrims.amc.af.mil**.)

80.2.6. Issuance of pallets, nets, tie-down equipment and dunnage to other activities:

80.2.6.1. Record pallets, nets and tie-down equipment issued to other activities on the unit pallet, net and tie-down log at time of issue and return.

80.3. Inventory pallet, net, RFID tag, and tie-down equipment assets as required, and submit a weekly inventory report to HQ AMC/A4TE (pallet/net and tie-down equipment manager) using the HQ AMC-A4TE (W&AR) 8001, AMC Key Asset and Equipment Report.

80.3.1. Equipment authorization levels are determined by the historical workload or wartime requirements, and are reflected on the 8001 report.

NOTE: Waiver to decrease these established minimum levels must be approved by HQ AMC/A4TE. However, units may increase these levels, with A4TE concurrence, if consumption experience indicates they are inadequate.

80.4. Subfloor and tie-down on commercial aircraft.

80.4.1. AMC will provide 463L pallets, chains, devices, and couplers when commercial aircraft are used to move rolling stock. Couplers will only be provided if needed to couple pallets together as a subfloor. The deploying unit will provide pallets, tie-down, and couplers for cargo that is not intended to be loaded as rolling stock.

80.5. RFID Tag and Battery Control. Use the Transportation Working Capital Fund TWCF to fund active RFID tag and battery purchases and order new RFID tags from DLA using the normal supply replenishment procedures.

80.5.1. There are two different types of RFID tags AMC is using in the DTS (Savi-Tag models 410-108 and 654). When ordering Savi-Tag model 410-108, use NSN 6350-01-495-3040. When ordering the Savi-Tag 654, use NSN-5430-01-495-3007.

80.5.2. Each port should also have on hand a sufficient quantity of replacement batteries for tags that require new batteries for operation. Each port can order replacement batteries from Defense Supply Center Richmond (DDRV), ICP Routing Identifier Code (RIC) S9G. The NSN for the batteries for the Savi-Tag 410 is 6135-01-301-8776. As of this publication, the NSN for the Savi-Tag 654 battery has not been established.

NOTE: The Maximum Release Quantity is 160 ea; when requisitioning a quantity of more than 160 batteries, use an Advice Code of 2L.

80.5.3. There are two different means (and funding requirements) for returning RFID tags for reuse in the Defense Transportation System DTS. One process will be used for tags removed at the ports or excess tags being returned to the aerial ports for reuse on aerial port-built pallets. The other process will be used for excess tags being returned to the DLA supply system.

80.5.3.1. Aerial ports will reuse and recycle RFID tags for pallets built or broken down at the aerial port. Remove the tags when receipting terminating shipments and place them in a suitable container for reuse. No funding is involved in immediate reuse of the tags.

NOTE: Tags will not be left on net sets when removed from pallets. Savi active RFID tags will be managed in the same way that 463L pallets, nets, and chains are managed.

80.5.3.2. Handle RFID tags that are to be returned to the supply system using normal military standard requisitioning and issue procedure (MILSTRIP) processes. The packaging, crating, handling, and transportation costs will be reimbursed to the organization turning in the tags to

their local supply activity. Send these tags through the DTS in the same way that normal supply assets are shipped in sealed containers and routed through the air transportation system under normal break-bulk processes and TCN control. Because DLA reimburses the shipper for the cost of movement back to the depot, the shipper or owning Service TAC will be used to pay for the air transportation costs (just as normal break-bulk cargo is handled).

80.5.4. Lithium ion batteries, in large quantities, are considered hazardous items for air movement. However, the batteries used in the Savi-RFID tags have been determined to be non-regulated and can be moved via air transport as long as they are separated to prevent movement and short circuit and packed in strong packaging with less than 12 batteries per package. Batteries installed in the Savi-Tag battery compartment are not regulated.

80.5.5. The DLA depots have established an RFID tag refurbishment capability. Return RFID tags that are unserviceable to DLA via local supply turn-in procedures.

Section G—AMC Customer Service Branches and Traffic Management Flight

81. AMC Customer Service Branch (CSB) Operations:

81.1. General. CSBs at aerial ports are the single point of contact providing liaison among shipper services, air clearance authorities ACA, and AMC. Cargo CSBs are located at Travis AFB, California; Dover AFB, Delaware; McGuire AFB, New Jersey; Charleston AFB, South Carolina; Norfolk Naval Air Station (NAS), Virginia; and McChord AFB, Washington.

81.2. Customer Service Branch Responsibilities:

81.2.1. Assists the shipper services at aerial ports and provides maximum assistance commensurate with available resources.

81.2.2. Performs necessary coordinating actions with air terminal operators, ACAs, and shipper services to ensure the orderly flow of cargo through aerial ports.

81.2.3. Responds to requests for tracing cargo and personal property shipments from any source.

81.2.3.1. Complete AMC Form 1003, **Transportation Project Action Request**, for tracer requests only, when information is not readily avcilable or after information has been provided to the requester.

81.2.4. Ensures timely processing of unscheduled or frustrated cargo and corrects discrepancies involving inbound and outbound shipments within the capability of the aerial port. Contact the shipper for disposition instructions for frustrated shipments beyond the aerial ports' capability to effectively correct.

81.2.4.1. Air Terminals with recooperage and repacking functions should provide assistance in correcting frustrated shipments.

81.2.4.2. When notified of a frustrated shipment, start resolving the problem as soon as possible, but not later than 48 hours after frustration. Once resolved and the shipment is ready for onward movement re-enter it into the GATES system.

81.2.4.3. Properly resolve frustrated hazardous material shipment problems for air shipment according to AFMAN 24-204 (I), Preparing Hazardous Materials for Military Air Shipments, Title 49 Code of Federal Regulations, International Air Transport Association IATA Danger-

ous Goods Regulation, or International Civil Aviation Organization ICAO Dangerous Goods Manual. If not economically feasible to repack for air shipment, contact service ACA and advise of intention to divert to surface. Prepare a SF 364 and forward to appropriate agencies. Use AMC Form 1033/1033-1, **Shipper's Declaration for Dangerous Goods**, or a similar form to certify hazardous material shipments.

81.2.4.4. Clear SECRET and CONFIDENTIAL frustrated shipments or security cargo as expeditiously as possible while it remains in the aerial port security cage. Prepare SF 364 and forward to appropriate agencies.

81.2.4.5. If shipments of firearms, explosives (class/division 1.1, 1.2, and 1.3), or controlled item code (CIC) 1, 2, 3, 5, 6, and 9 are frustrated over 48 hours, advise consignor and consignee via Report of Shipment (REPSHIP).

81.2.5. Clears shipments arriving at the aerial port of embarkation APOE without an Advance Transportation Control and Movement Document ATCMD when a valid Transportation Account Code TAC can be determined from the military shipment label, government bill of lading/commercial bill of lading GBL/CBL, or shipment documentation. Comply with service policy concerning movement of non-cleared "No-Hit" cargo. Contact service ACA or shipper for any additional information needed to clear "No-Hit" shipments.

81.2.6. Performs annual site visits to major shippers to discuss how to properly prepare cargo and records for air movement, and to resolve issues involving shipping and receiving of cargo.

81.2.7. Monitors Code J/DPM Baggage. In coordination with the air freight officer, upgrade Code J/DPM baggage pallets to TP-1 after they have been held in the port for 5 days due to inadequate airlift. Physical upgrade is not required; however, the CSB will upgrade the shipment's priority within GATES.

81.2.8. Arranges for diversion of cargo according to ACA instructions.

81.2.8.1. Place cargo to be diverted (or held) in a frustrated status until disposition instructions are received. When forwarding instructions are received, coordinate with the Traffic Management Flight (TMF) and aerial port personnel to move shipments to final destination.

81.2.9. Changes the precedence of movement of specific shipments (AMC Form 101, **Green Sheet Request**, or Purple Sheet Request from the Combatant Command) as requested by shipper service ACAs in coordination with the aerial port squadron operations officer. Ensure proper application of Green Sheet/Purple Sheet procedures according to AMCI 24-101, Vol 6.

81.2.9.1. Provide a properly authenticated AMC Form 101 in original and one copy to the aerial port load planning section or designated representative for each Transportation Control Number TCN for which green sheet action has been requested.

81.2.10. Report Shipment Discrepancies.

81.2.10.1. For intransit over/short and damaged shipments, prepare SF 361 IAW DOD 4500-9.R, Part II.

81.2.10.2. For intransit packaging discrepancies, prepare SF 364, IAW AFJMAM 23-125, Reporting of Item and Packaging Discrepancies.

81.2.11. Reports all frustrated Foreign Military Sales FMS shipments to the appropriate ACA for clearance coordination.

81.2.12. Works with contracting officers and vendors to ensure shipments arriving at the APOE are properly prepared for air movement.

81.2.13. Establishes wartime, contingency and emergency surge operation procedures.

81.2.14. Complies the following workload data monthly and includes in the Station Traffic Handling Report (RCS: AMC-A4T) (M&Q) (7107), as prescribed in AMCI 24-101, V6: (1) Total cargo shipments frustrated to the CSB (include general and hazardous cargo). (2) Total green sheet/purple sheet expedite shipments completed, and (3) Total tracer actions completed.

81.3. AMC Customer Service Branch and Traffic Management Flight Locations: (See **Table 8.** for cargo CSB locations.)

82. Traffic Management Flight Cargo Processing:

82.1. Truck Dock Operations. When in-checking cargo consigned to the APS TMF, annotate the number and condition of the packages, containers, or crates received and identify any shortages, damages or other discrepancies on the carrier's freight bill. Also verify the carrier provided any special services or equipment on the bill of lading. All discrepancies will be reported to the OS&D clerk. When there is apparent damage, the OS&D clerk will take photos prior to unloading the cargo. The clerk will then accomplish the required Transportation Discrepancy Report (TDR).

82.2. Place cargo consigned to base supply, tenant or other base organizations in the base holding bay and contact the respective organization. Annotate on the receiving documentation the date, time and name of the person contacted for pickup. Advise the receiving organization it's their responsibility to pick up their shipments in a timely manner. Annotate the delivery date in CMOS.

82.3. Cargo consigned to APS for export. Checked in cargo as specified in paragraph **82.1.** and forward any shipment discrepancies to the OS&D clerk. After in-checking is complete, deliver cargo to the Cargo Processing Section (TRK). Deliver cargo requiring special handling to the Special Handling Section.

82.4. If there are any documentation discrepancies, such as missing labels, or improper paperwork or HAZMAT documentation, etc., forward the shipment with movement documentation to the Customer Service Branch CSB for resolution. Annotate the delivery date in CMOS.

82.5. Place import cargo in the receiving bay. The Documentation Section will receive the shipment data through e.g., ATCMD, inbound manifest, and determine the onward shipment modes based upon the priority, classification, destination, weight and dimensions of the cargo. Forward landbridge cargo to the appropriate APOE using the TWCF fund cite. Opportune airlift maybe used if available within 24 hours (see Para. **31.**). For shipments required to be forwarded to CONUS consignees via domestic surface movement, use the applicable TAC. If the TAC used for airlift cannot be used for onward movement, research TRACKER for the appropriate TAC. If no TAC code can be found contact the consignor for the correct fund cite.

Table 8. AMC Cargo Customer Service Branch (CSB) Locations.

Charleston AFB	Norfolk NAS
437 APS/TROC 113 S Bates Street, Suite A Charleston AFB SC 29404-5017 DSN: 673-3187 Commercial: (803) 566-3187 FAX DSN: 673-3191 Message Address: 437APS CHARLESTON AFB SC//TROC//	Naval Air Terminal, Code 054.3 8449 Air Cargo Road Norfolk NAS VA 23511-4497 DSN: 564-2017/4997 Commercial: (804) 444-2017/4997 FAX DSN: 564-2086 Message Address: NAVMTO NORFOLK VA//CODE 05//
Dover AFB	McChord AFB
436 AW/TRXL 505 Atlantic Avenue, Room 223 Dover AFB DE 19902-5207 DSN: 445-4264 Commercial: (302) 677-4264/65 Message Address: 436APS DOVER AFB DE//TRXL//	62 APS/TRXL 1419 Union Avenue, Room 2 McChord AFB WA 98438-5270 DSN: 984-2681 Commercial: (206) 984-2681M Message Address: 62APS MCCHORD AFB WA//TRXL//
McGuire AFB	Travis AFB
305 APS/TRKSC 1757 Vandenberg Avenue McGuire AFB, NJ 08641-5507 DSN: 650-3434/4904 Commercial: (609) 754-3434/4904 FAX DSN: 650-4517 Message Address: 305 APS MCGUIRE AFB NJ//TRKSC//	60 APS/TRKSL 90 Ragsdale Street, BLDG 977 Travis AFB, CA 94535-2941 DSN: 837-4518 Commercial: (707) 424-4518 FAX DSN: 837-2772 Message Address: 60APS TRAVIS AFB CA//TRKSL//

Section H—Cooperative Airlift Agreement (CAA) Cargo

83. General. The Governments of Australia, Canada, the United Kingdom and New Zealand have entered into agreements with the United States that provide for the reciprocal transportation of cargo. The agreements provide for the transportation of cargo of the military forces of these countries on aircraft operated by the military forces of the United States and for transportation of US military forces cargo on aircraft operated by their military forces.

83.1. All exchange traffic transported under these agreements is on a reimbursable basis. The rate of reimbursement is at the rate charged to the military forces of the United States for airlift in the US Defense Transportation System. Imbalances in the exchange of airlift are computed and paid for by the appropriate finance centers.

83.2. The responsibility of the nation supplying airlift is limited to provide airlift from the onload air terminal to the offload air terminal. The requesting nation is responsible for delivery of cargo to the onload air terminal and for transportation of cargo from the offload air terminal to the ultimate destination. The operation and maintenance of the loading and unloading equipment is the responsibility of the owning nation.

83.3. Responsibilities for coordinating the movement of CAA cargo with the foreign activity concerned rest with 18 AF/TACC/XOG. Refer requests received from other activities to 18 AF/TACC/XOG for action. The TACC can only honor requests from official CAA validators of the country concerned. Therefore, instruct requesters to route requests to their CAA validator for submission to the TACC. Except for TCN construction, which 18 AF/TACC/XOG is responsible for, all documentation will be IAW DTR procedures. Construct CAA TCNs IAW Table 83.1.

Table 9. CAA TCN Construction.

Country	TCN Position					
	30-32	33-35	36-39	40	41-43	44-46
Australia	RAA	Three-	Four-Digit Julian	X	Serial	XXX
Canada	RCF	Letter	Date	X	No.	XXX
United Kingdom (England)	RAF	APOE		X		XXX
New Zealand	RNF	Code		X		XXX

83.4. CAA cargo will not be entered into the airlift system until authority for movement and a valid TCN constructed as above are received from the TACC. Listing CAA cargo on the same TWCF manifest as other TWCF cargo shipments is authorized.

Section I—Category "A" (Cat A) Cargo, Foreign Military Sales (FMS), and Defense Courier Service (DCS) Material

84. Cat A Cargo:

84.1. Definition. Cat A door to door cargo is configured in loose, full or less than full 463L pallet loads for movement from the consignor's facilities to consignee's facility by regularly scheduled air carriers over their commercial routes. Movement is in accordance with an international airlift contract between the government and the air carrier. The contract terms provide specifics such as locations,

intransit visibility, special handling, reports, and monthly cargo requirements. An example of less than full pallet load is defense logistics agency's (DLA's) movement of medical supplies to specified destinations.

84.2. Responsibilities.

84.2.1. Headquarters.

84.2.1.1. Under the guidance of United States Transportation Command (USTC), HQ AMC/A4TC is responsible for managing the command's Cat A program. All cargo requirements will be submitted to USTC-J3/5 for appropriate action.

84.2.1.2. HQ AMC/A4TD is designated the Data Processing Center (DPC) for the Cat A commercial database. They are responsible for monitoring inputs into the data base IAW **Table 10.** to ensure information is not garbled and corrections made, if necessary.

84.2.2. Carriers:

84.2.2.1. Transmit movement data to HQ AMC IAW formats specified in the contract.

84.2.2.2. Provide intransit movement data on all shipments within approximately one hour of departure from contractor's APOE, approximately one hour of arrival at contractor's APOD, approximately one hour of departure from contractor's APOD, and within approximately 24 hours of arrival at consignee's facility. Format data IAW DoD 4500.9R and send via automated means, e.g. E-mail to AMC. If data is unreadable, the contractor shall retransmit the data within approximately 24 hours of government's request for retransmission

NOTE: HQ AMC/A4TD's e-mail address is **amc.a4td@scott.af.mil**

84.2.2.3. Pick up, pack and ship cargo within the time frames specified by the contract. Shipments may be shipped loose or in other shipment configuration, e.g. shrink wrapped, 40"x 48" wooden skids, or consolidated on 463L pallets.

84.2.2.4. Lift Time, APOD receipt.

84.2.3. Shippers:

84.2.3.1. Generate a DD Form 1348-1A, **Issue Release/Receipt Document**, DD Form 1387 and an SF 1103, **US Government Bill of Lading**, and/or a carrier manifested airway bill, and assure each accompanies the shipment to final destination.

84.2.3.2. Provide the carrier with general shipment data (total weight and cube by category, hazards, tally, and signatures, etc.), specific pickup locations, and no-cost access to the designated freight pickup areas.

Table 10. Commercial Carrier Record Layout--Manifest Header.

Record Positions (RP)	Description	Procedure	Number Of Positions
1-3	Document Identifier Code	Always enter "TAA."	3
4-8	Carrier Code	Carrier abbreviation, e.g. "FEDEX". Proceed with zeros if necessary (alpha/ numeric - 5 positions, zero fill to the left).	5
9-14	Aircraft Tail Number	Must be alpha-numeric, no blanks. Zero fill to the left.	6
15-17	Departure Hour/ Day	The GMT alphabetic code (Table 84.3) goes into the first position and the last two digits of the Julian date are placed in the last two positions, e.g., 0530 on 274 day = "F74."	3
18-21	A/C Model/Serial No.	Always enter "COML."	4
22-23	IATA Carrier Code	Enter the two-character, alpha-numeric IATA carrier code, e.g., "5X" for United Parcel Service.	2
24-26	Port of Debarkation (POD) Air Terminal	Port of debarkation code where flight ends.	3
27	Mode Code	Always enter "Q" for commercial air freight.	1
28-29	Manifest Reference Code	Must be alphabetic. Never use the letters I or O. Codes are created in sequential order and are used repeatedly starting with AA and continuing through the alphabet to ZZ before returning to AA, i.e. "AA," "AB,"..."ZZ." See Table 84.3.	2
30-44	Destination Airport	Enter the in-the-clear destination airport, e.g., "Narita IAP."	15
45-47	Future Use	Leave blank.	3
48-59	Mission Number	Type in flight number and Julian date, e.g., "FMX0015FM270)." Positions 1-9 must be alphanumeric with no spaces. Positions 57-59 contain the Julian date which must be $\geq$ 001 and $\leq$ 366.	12

Record Positions (RP)	Description	Procedure	Number Of Positions
60-62	Manifest Port Of Embarkation (POE) Code	Enter the air terminal code for the manifesting station, e.g., "SFO," "OAK," "JFK," etc.)	3
63	Fiscal Year (Last Digit)	Type in the last digit of the fiscal year. Government fiscal year starts on 1 October and ends on 30 September, e.g., type a "5" for cargo moved in FY95.	1
64	Type Manifest	Always enter "C."	1
65-69	Manifest Number	Manifest number (sequential number assigned by the carrier which corresponds with the Manifest Reference [MR]). For Ex., "AA"="00001," "AB"="00002," etc. through MR "ZZ." Generate sequentially through "ZZ" and start with "AA" again. Zero fill to the left.	5
70-75	Gross Weight (Pounds)	Enter total gross weight in pounds (the sum of the weight from all the TXA records of shipments on this manifest). Zero fill to the left.	6
76-80	Cargo Cube	Enter total gross cubic feet (the sum of the cubes from all the TXA records of shipments on this manifest). Zero fill to the left.	5
Commercial Carrier Record Layout (Continued)--Prime Shipment Record.			
1-3	Document Identifier Code	Always enter "TXA."	3
4-5	Bay Location Code	Type "99" for pallet load shipments or "98" for less than pallet load shipments.	2
6-8	GMT Hour/Date Received At POE	The GMT alphabetic code (Table 84.3) goes into the first position and the last two digits of the Julian date are placed in the last two positions, e.g., 0530 on 274 day = "F74."	3
9-14	Consignor DODAAC	Enter the consignor's Department of Defense Activity Address Code, e.g., "W62N2A." No blanks, always alphanumeric.	6

Record Positions (RP)	Description	Procedure	Number Of Positions
15-17	GMT Hour/Date Shipment Leaves POE	The GMT alphabetic code (Table 84.3) goes into the first position and the last two digits of the Julian date are placed in the last two positions, e.g., 0530 on 274 day = "F74."	3
18-19	Air Commodity/ Special Handling Code	Type "VZ" for ALOC shipments or "MZ" for MEDEX shipments.	2
20	Air Dimension Code	Always enter "A."	1
21-23	Manifest Port Of Embarkation (POE) Code	Enter the air terminal code for the manifesting station, e.g., "SFO," "OAK," "JFK," etc.)	3
24-26	Terminating Port of Debarkation (POD) Code	Enter the air terminal code for the manifesting station, e.g., "SFO," "OAK," "JFK," etc.)	3
27	Mode Code	Always enter "Q" for commercial air freight.	1
28-29	Manifest Reference Code	Type in the same manifest reference as in R.P. 28-29, from the corresponding TAA (air manifest) record.	2
30-46	Transportation Control Number (TCN)	Enter the TCN from the corresponding GBL. The TCN is alphanumeric with no blank spaces.	17
47-52	Ultimate Consignee DODAAC	Enter the ultimate consignee's Department of Defense Activity Address Code, e.g., "W62N2A". No blanks, always alphanumeric.	6
53	Transportation Priority	Always "1."	1
54-56	Required Delivery Date (RDD)	Leave Blank.	3
57-59	Project Code	Leave Blank	3
60-62	Hour/Date Shipment Arrived At The APOE	The GMT alphabetic code (Table 84.3) goes into the first position and the last two digits of the Julian date are placed in the last two positions	3

Record Positions (RP)	Description	Procedure	Number Of Positions
63	Service Use Only	Leave Blank.	1
64-67	Transportation Account Code (TAC)	Type in "QCML."	4
68-71	Total No. Pieces In Shipment	Type the number of pieces in this field with zero filling to the left. For example 0001 for one piece.	4
72-76	Shipment Weight	Weight of shipment (from GBL) in pounds.	5
77-80	Shipment Cube	Cube of shipment (from GBL) in cubic feet.	4
Commercial Carrier Record Layout (Continued)--Prime Shipment Record			
1-3	Document Identifier Code	Always enter "TXI."	3
4-5	Bay Location Code	Type "99" for pallet load shipments or "98" for less than pallet load shipments.	2
6-8	GMT Hour/Date Received At POE	The GMT alphabetic code (Table 84.3) goes into the first position and the last two digits of the Julian date are placed in the last two positions.	3
9-14	For Future Use	Blank	6
15-17	GMT Hour/Date Shipment Leaves POE	The GMT alphabetic code (Table 84.3) goes into the first position and the last two digits of the Julian date are placed in the last two positions, e.g., 0530 on 274 day = "F74")	3
18-19	Air Commodity/ Special Handling Code	Type "VZ" for ALOC shipments or "MZ" for MEDEX shipments.	2
20	Air Dimension Code	Always enter "A."	1
21-23	Manifest Port Of Embarkation (POE) Code	Enter the air terminal code for the manifesting station, e.g., "SFO," "OAK," "JFK," etc.)	3
24-26	Terminating Port of Debarkation (POD) Code	Enter the air terminal code for the manifesting station, e.g., "SFO," "OAK," "JFK," etc.)	3

Record Positions (RP)	Description	Procedure	Number Of Positions
27	Mode Code	Always enter "Q" for commercial air freight.	1
28-29	Manifest Reference Code	Type in the same manifest reference as in R.P. 28-29, from the corresponding TAA (air manifest) record.	2
30-46	Transportation Control Number (TCN)	Enter the TCN from the corresponding GBL. The TCN is alphanumeric with no blank spaces.	17
47-52	Ultimate Consignee DODAAC	Enter the ultimate consignee's Department of Defense Activity Address Code, e.g., "W62N2A." No blanks, always alphanumeric.	6
53	Transportation Priority	Always "1."	1
54-56	GBL	Type "GBL."	3
57-58	For Future Use	Leave Blank	2
59-66	GBL Number (provided by consignor)	Enter the Government Bill of Lading (GBL) number. A GBL number is alphanumeric with no blank spaces.	8
67	For Future Use	Leave Blank.	1
68-71	Cost	Type "COST."	4
72	For Future Use	Leave Blank.	1
73-77	GBL Dollar Amount	Do not place "$" (dollar sign), "," (comma) or "." (period) in this numeric field. Zero fill to the left. For example (700.00)	5
78-79	Shipment Weight	Weight of shipment (from GBL) in pounds.	2
80		Always "1."	1

Table 11. Commercial Carrier Record Layout (Continued)-GBL and Cost Record.

Record Positions (RP)	Description	Procedure	Number of Positions
1-3	Document Identifier Code	Always enter "TK6."	3
4-6	Routing Identifier	Leave Blank.	3
7-12	Consignor	Leave Blank.	6
13-16	Date Shipped To APOE	Leave Blank.	4
17	Mode	Leave Blank.	1
18-19	Type Pack	Leave Blank.	2
20-22	Port of Debarkation (POD) Air Terminal Code	Port of debarkation code where flight ends.	3
23-29	Pallet Serial Number	Leave Blank.	7
30-46	Transportation Control Number (TCN)	Enter the TCN from the corresponding GBL. The TCN is alphanumeric with no blank spaces.	17
47-52	Ultimate Consignee DODAAC	Enter the ultimate consignee's Department of Defense Activity Address Code, e.g., "W62N2A"). No blanks, always alphanumeric.	6
53-68	For Future Use	Leave Blank	16
69-72	POD Receipt Date	Type in the last digit of the fiscal year. Government fiscal year starts on 1 October and ends on 30 September e.g., type a "5" for cargo moved in FY95. Positions 70-72 contain the Julian date which must be $\geq$ 001 and $\leq$ 366.	4
73-76	POD Forward Date	Type in the last digit of the fiscal year. Government fiscal year starts on 1 October and ends on 30 September, e.g., type a "5" for cargo moved in FY95. Positions 70-72 contain the Julian date which must be $\geq$ 001 and $\leq$ 366.	4

Record Positions (RP)	Description	Procedure	Number of Positions
77-80	SSA Receipt Date	Type in the last digit of the fiscal year. Government fiscal year starts on 1 October and ends on 30 September, e.g., type a "5" for cargo moved in FY95). Positions 70-72 contain the Julian date which must be ≥ 001 and ≤ 366.	4

Table 12. Creating DOD 4500.9R (DTR)-Compliant Hour/Date Shipped/Received Codes.

NOTE: Select the first position (hour) code from the following:

CODE	GMT HOUR		CODE	GMT HOUR	
A	0001	0100	N	1201	1300
B	0101	0200	P	1301	1400
C	0201	0300	Q	1401	1500
D	0301	0400	R	1501	1600
E	0401	0500	S	1601	1700
F	0501	0600	T	1701	1800
G	0601	0700	U	1801	1900
H	0701	0800	V	1901	2000
J	0801	0900	W	2001	2100
K	0901	1000	X	2101	2200
L	1001	1100	Y	2201	2300
M	1101	1200	Z	2301	2400

NOTE: The first position of the three-position code is a letter indicating the GMT hour (Zulu time). The last two positions of the code are the last two digits of the applicable day of the year (Julian day), e.g., X24 represents a shipment that has either been shipped or received between 2101 & 2200 hours on 24 JAN, 4 MAY, 12 AUG, or 20 NOV.

Creating DTR-Compliant Hour/Date Shipped/Received Codes (Continued). Non-leap Year												
NOTE: Select the last two digits of the correct day of the year from the conversion.												
DATE	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**	**DEC**
1	001	032	060	091	121	152	182	213	244	274	305	335
2	002	033	061	092	122	153	183	214	245	275	306	336
3	003	034	062	093	123	154	184	215	246	276	307	337
4	004	035	063	094	124	155	185	216	247	277	308	338
5	005	036	064	095	125	156	186	217	248	278	309	339
6	006	037	065	096	126	157	187	218	249	279	310	340
7	007	038	066	097	127	158	188	219	250	280	311	341
8	008	039	067	098	128	159	189	220	251	281	312	342
9	009	040	068	099	129	160	190	221	252	282	313	343
10	010	041	069	100	130	161	191	222	253	283	314	344
11	011	042	070	101	131	162	192	223	254	284	315	345
12	012	043	071	102	132	163	193	224	255	285	316	346
13	013	044	072	103	133	164	194	225	256	286	317	347
14	014	045	073	104	134	165	195	226	257	287	318	348
15	015	046	074	105	135	166	196	227	258	288	319	349
16	016	047	075	106	136	167	197	228	259	289	320	350
17	017	048	076	107	137	168	198	229	260	290	321	351

DATE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
18	018	049	077	108	138	169	199	230	261	291	322	352
19	019	050	078	109	139	170	200	231	262	292	323	353
20	020	051	079	110	140	171	201	232	263	293	324	354
21	021	052	080	111	141	172	202	233	264	294	325	355
22	022	053	081	112	142	173	203	234	265	295	326	356
23	023	054	082	113	143	174	204	235	266	296	327	357
24	024	055	083	114	144	175	205	236	267	297	328	358
25	025	056	084	115	145	176	206	237	268	298	329	359
26	026	057	085	116	146	177	207	238	269	299	330	360
27	027	058	086	117	147	178	208	239	270	300	331	361
28	028	059	087	118	148	179	209	240	271	301	332	362
29	029		088	119	149	180	210	241	272	302	333	363
30	030		089	120	150	181	211	242	273	303	334	364
31	031				151		212	243		304		365

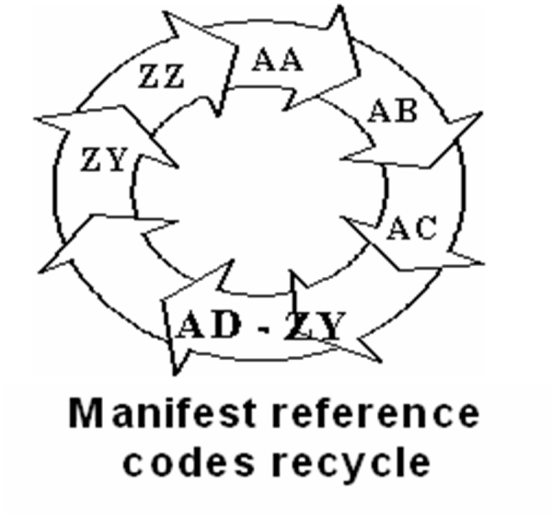
Creating DTR-Compliant Hour/Date Shipped/Received Codes (Continued). Leap-Year												
DATE	**JAN**	**FEB**	**MAR**	**APR**	**MAY**	**JUN**	**JUL**	**AUG**	**SEP**	**OCT**	**NOV**	**DEC**
1	001	032	061	092	122	153	183	214	245	275	306	336
2	002	033	062	093	123	154	184	215	246	276	307	337
3	003	034	063	094	124	155	185	216	247	277	308	338
4	004	035	064	095	125	156	186	217	248	278	309	339
5	005	036	065	096	126	157	187	218	249	279	310	340
6	006	037	066	097	127	158	188	219	250	280	311	341
7	007	038	067	098	128	159	189	220	251	281	312	342
8	008	039	068	099	129	160	190	221	252	282	313	343
9	009	040	069	100	130	161	191	222	253	283	314	344
10	010	041	070	101	131	162	192	223	254	284	315	345
11	011	042	071	102	132	163	193	224	255	285	316	346
12	012	043	072	103	133	164	194	225	256	286	317	347
13	013	044	073	104	134	165	195	226	257	287	318	348
14	014	045	074	105	135	166	196	227	258	288	319	349
15	015	046	075	106	136	167	197	228	259	289	320	350
16	016	047	076	107	137	168	198	229	260	290	321	351
17	017	048	077	108	138	169	199	230	261	291	322	352
18	018	049	078	109	139	170	200	231	262	292	323	353
19	019	050	079	110	140	171	201	232	263	293	324	354
20	020	051	080	111	141	172	202	233	264	294	325	355
21	021	052	081	112	142	173	203	234	265	295	326	356
22	022	053	082	113	143	174	204	235	266	296	327	357
23	023	054	083	114	144	175	205	236	267	297	328	358
24	024	055	084	115	145	176	206	237	268	298	329	359
25	025	056	085	116	146	177	207	238	269	299	330	360
26	026	057	086	117	147	178	208	239	270	300	331	361
27	027	058	087	118	148	179	209	240	271	301	332	362
28	028	059	088	119	149	180	210	241	272	302	333	363
29	029	060	089	120	150	181	211	242	273	303	334	364
30	030		090	121	151	182	212	243	274	304	335	365
31	031		091		152		213	244		305		366

Table 13. Creating DOD 4500.9R (DTR)-Compliant Manifest Reference Codes.

CODE	EXPLANATION
AA	1st manifest
AB	2nd manifest
AZ	24th manifest
BA	25th manifest
BB	26th manifest
BC-ZZ	27th through 576th manifest

NOTE: General. The air cargo manifest reference code is used to further identify a particular manifest and to cross-reference the air manifest header record (TAA) with air cargo pallet/shipment unit records (TXA). The codes are used repeatedly starting with AA and continuing through the alphabet to ZZ before returning to AA. The letters I and O are not used in either position.

Figure 7.



84.2.3.3. Assure material is properly packed, marked, and labeled to maintain accountability and identify handling criteria for prudent care in preventing neglect, deterioration, or other shipment damage.

84.2.3.4. Prepare shipments with appropriate documentation IAW the DTR procedures.

84.3. Requirements and Scheduling. Determination to use Cat A service for cargo movement is made by USTRANSCOM. Customers must submit Cat A requirements to USTC-J3/5 when forecasting annual cargo estimates. Also include time frame for service, fund cite, POCs, routing (to include pick up and delivery locations), weight and/or number of pallets and special handling requirements, e.g., hand receipts or hazardous.

84.3.1. The basic airlift contract may provide for movement of a guaranteed amount of Cat A pallets/tons each month. Service orders may also be issued for a specified number of pallet/tons or a not-to-exceed dollar amount for movement of additional cargo during the month as needed.

84.3.2. HQ AMC/ A4TC is responsible for monitoring Cat A purchased airlift, contract utilization and carrier performance.

84.4. Movement to and from Commercial Gateways. The carrier is responsible for the surface movement of cargo between the designated pick up point via the commercial airport to the final destination delivery point (to include customs requirements). The rate specified in the contract includes any charges for surface movement.

84.4.1. Minimum shipments will be in accordance with the current contract. Unless otherwise specified in the airlift contract, all pallets should be loaded to take full advantage of cube availability.

84.4.2. Pallet buildup can be negotiated as part of the contract for facilities that do not have buildup capability.

84.4.3. All hazardous materials shipments must be in air-authorized containers and meet 49 CFR or IATA standards for packaging, marking and labeling. All hazardous materials must be easily accessible on all shipments.

84.5. Reports. Reports are available from the AMC commercial database. Data available include: TCNs, tonnage, cost figures and movement status by commercial line item number (CLIN).

84.5.1. GBL may be used for full and less than full pallet load requirements as stipulated in the appropriate contract. The GBL shall be annotated with the contractor's name, the contract number, date of shipment, destination of cargo, weight and quantity of pallets, and transportation control numbers (TCN). This document will be used for certifying services rendered by the Contractor. The GBL will be certified by signature of an authorized government representative at the receiving activity in Block 18 and returned with the contractor's agent. The original certified GBL shall be submitted with the SF 1113 by the Contractor when requesting payment. Documents shall be submitted to the following address:

DFAS-OM/A

P.O. Box 7030

Bellevue NE 68005-1940

85. Foreign Military Sales (FMS) Material:

85.1. FMS material moves through the airlift system in three modes: AMC TWCF channel traffic, AMC SAAM and pilot pickup by country-owned or controlled aircraft. FMS material shipped as channel traffic is given the same considerations and handled the same as all other channel traffic. Therefore, no specific instructions for FMS channel traffic are included in this volume. This volume provides guidance and procedures to be used by air terminal and CRG personnel in handling FMS shipments moved by AMC SAAM and country-owned or - controlled aircraft.

85.1.1. Publications. The following publications apply to the movement of FMS material.

DOD 4500.9R,Part II	*Defense Transportation Regulation DTR*
DOD 5105.38M	*Security Assistance Management Manual*
AFMAN 16-101	*International Affairs and Security Assistance Management*
AFR 170-3	*Financial Management and Accounting for Security Assistance and International Programs*

85.2. Marking and Labeling. FMS material shipments are marked and labeled IAW MILSTD 129, or as specified in the sales order (FMS case). Besides the requirements of MILSTD 129, FMS marking also includes:

85.2.1. The freight forwarder's address and the customer's in-country address. When DD Form 1387 is used, the "TO" block shows the freight forwarder address. The "ULTIMATE CONSIGNEE" block shows the overseas address.

85.2.2. The FMS case number is normally found in the last line of the overseas address. If it is not in this position, it will be in the last line of the freight forwarder address.

85.3. Packaging. FMS material is given the same protective handling that is given to DOD material. All appropriate packaging and handling publications apply. Packaging and handling of hazardous material must conform with AFMAN 24-204 (I), CFR 49, ICAO, IATA regulations or be packaged IAW approval from the foreign government’s Competent Authority.

85.4. Compatibility. Hazardous material compatibility on foreign-owned or-controlled aircraft will be IAW AFMAN 16-101.

85.4.1. Hazardous material scheduled for movement aboard foreign-owned or -controlled aircraft must be packaged, marked, labeled, and certified according to Title 49 CFR, IATA, and ICAO regulations. Commercial air carriers must obtain the required exemptions by Title 49 CFR.

85.4.2. Non-compatible hazardous material cannot be shipped by commercial carrier without approval from the Department of Transportation.

85.4.3. Non-compatible hazardous material may be shipped by foreign military aircraft provided approval to ship non-compatibles is obtained from the foreign government when approved IAW AFMAN 16-101

85.5. Shipments Requiring Diplomatic Clearance. See AMCI 24-101, Vol 6, for processing instructions for FMS cargo requiring diplomatic clearance prior to shipment.

85.6. Manifest Procedures:

85.6.1. Special Assignment Airlift Mission (SAAM). Prepare and distribute manifests in accordance with procedures contained in AMCI 24-101, Vol 9.

85.6.2. Pilot Pickup by Country-Owned or-Controlled Aircraft. Prepare a non-TWCF manifest with as much data as possible, e.g., aircraft type and number, TCN, pieces, weight, cube, destination, etc.

85.7. In-transit Data Reporting. FMS shipments moving outside the Defense Transportation System (DTS) are excluded from in-transit data reporting.

85.8. Requests for Information. Refer questions received from customer representatives, other than routine questions relating to in-being operations, as follows:

85.8.1. SAAM Pricing - refer to the TACC/XOOMS.

85.8.2. Cargo Terminal Charges (Loading and Unloading)--refer to HQ AMC/A8.

85.8.3. 463L Pallet/Net Leasing Charges - refer to AMCI 24-201.

85.9. Responsibilities of the Customer Representative. When a country has negotiated an FMS program with the US Government, it is liable for transporting the FMS material from the CONUS to destination. Sometimes this responsibility is handled by the country's staff, but if the staff is not able to do all the required work, they will hire an international freight forwarder to handle the material. The customer representative/freight forwarder is responsible for repackaging, recrating, or reinforcing inadequate containers. The US Government has no jurisdiction or responsibility for doing this work. The only exception is containers damaged by AMC will be repaired by AMC.

86. USTRANSCOM Defense Courier Network:

86.1. General. The United States Transportation Command establishes and maintains a global courier network for the expeditious, cost-effective, and secure distribution of highly classified and sensitive material. Operational control of global courier activities is exercised through USTRANSCOM's Defense Courier Division (TCJ3-C). The division oversees and synchronizes activity of courier stations to service over six-thousand accounts including the White House, the Department of Defense, the Department of State, other federal agencies, authorized government contractors, and allied nations.

86.2. Material. Compromise of material entrusted to the custody of the courier system could gravely affect the security of the United States. The primary security objective is to prevent unauthorized access to material while it is within custody of the courier system. For the purposes of this instruction articles in defense courier system custody/control will be referred to as courier material.

86.2.1. Courier material may be consolidated in several forms including wooden crates or skids, large/small cardboard boxes and canvas pouches for shipment on military aircraft pallets.

86.3. Courier and Material Handling Guidance. All courier system material moved via the DTS will TAC code 0003 in accordance with DOD 4500.9R (DTR Part II).

86.3.1. Document courier system material in accordance with DOD 4500.9R (DTR Part II) on the TCMD turned over to the servicing courier station at origination.

86.3.2. Personnel escorting courier material entered into the DTS are authorized to travel on aircraft transporting hazardous cargo identified as P3/P4 in Attachment A4-1 of AFMAN 24-204 and in Mission Essential Ground Personnel (MEGP) status on any DTS or contracted aircraft IAW FAR Title 14, Part 121.583 (7) and DoD 4515.13-R.

86.3.3. Pallet Building. Although air freight terminals are normally responsible for preparing pallets for airlift, only courier system personnel handle and process courier system material. Couriers will ensure that material is processed IAW Defense Transportation Regulations and applicable

USAF and AMC instructions. Courier system station chiefs may request that the air terminals provide pallet building support.

86.4. Loading and unloading of cargo pallets. On DTS aircraft, is the air terminal's responsibility to load and unload cargo pallets. Couriers will assist in the loading/unloading of unpalletized material.

86.5. Material Movement. Courier material will be moved as expeditiously as possible IAW airlift priorities and space allocations. Courier system material is authorized to use expedited shipment handling procedures IAW AMCI 24-101, Vol 6.

86.5.1. Do not load courier material on a pallet with hazardous materials.

86.5.2. Courier personnel will sign a local release/truck manifest to maintain the audit trail and provide statistical data.

86.5.3. Prepare separate TCMDs for each shipment of courier system material IAW DOD 4500.9R (DTR Part II).

87. Forms Prescribed. AMC Form 33, **Report of Frustrated Cargo**; AMC Form 39, **Pallet Invoice**; AMC Form 106, **Biologicals/ReIcing/Refrigeration Log**; AMC Form 156, **Terminating Cargo/Mail Manifest Control Log**; AMC Form 214, **Security Cage Log and Inventory**; AMC Form 292, **C-17 Special Loading Equipment Receipt**; AMC Form 1003, **Transportation Project Action Request**; and AMC Form 1015, **HAZMAT Inspection and Acceptance Checklist**. All AMC forms are either accessed from the AMC web site or from the AMC Publications Distribution Center. Contact HQ AMC/A63B for forms questions.

DANNY STEELE, Colonel, USAF
Deputy Director of Logistics

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 11-2C-5 Vol 3, *C-5 Configuration and Mission Planning*

AFI 24-201, *Cargo Movement*

AFI 24-202, *Preservation and Packing*

AFI 25-201, *Support Agreement Procedures*

AFI 31-101, *The Air Force Installation Security Program*

AFI 31-401, *Managing the Information Security Program*

AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*

AFI 34-501, *Mortuary Affairs Program*

AFI 91-101, *Air Force Nuclear Weapons Surety Program*

AFI 91-201, *Explosive Safety Standards*

AFI 91-202, *The US Air Force Mishap Prevention Program*

AFI 91-204, *Safety Investigations and Reports*

AFI 91-207, *The US Air Force Traffic Safety Program*

AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*

AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Protection, and Health (AFOSH) Standards*

AFMAN 24-204, *Preparing Hazardous Materials for Military Air Shipments*

AFMAN 24-306, *Manual for the Wheeled Vehicle Driver (formerly AFR 77-2)*

AFMAN 24-309, *Vehicle Operations*

AFMAN 37-126, *Preparing Official Communication*

AF Records Disposition Schedule available on-line at **https://afrims.amc.af.mil** AF, Disposition of Air Force Records - Records Disposition Schedule

AFOSH 48-19, *Hazardous Noise Program*

AFOSHSTD 91-5, *Welding, Cutting, and Brazing*

AFOSHSTD 91-46, *Materials Handling and Storage Equipment*

AFOSHSTD 91-66, *General Industrial Operations*

AFOSHSTD 91-100, *Aircraft Flight Line--Ground Operations and Activities*

AMCI 11-208, *AMC Tanker/Airlift Operations*

AMCI 23-102, *Expeditious Movement of AMC MICAP VVIP and FSS Items*

AMCI 24-101, *Military Airlift*

Code of Federal Regulations (CFR) 49

DODD 3025.1, *Military Support to Civil Authorities (MSCA)*

DOD 4000.25-6-M, *DOD Activity Address Directory (DoDAAD) (Available in microfiche only)*

DOD 4500.9-R, *Defense Transportation Regulation*

DOD 4515.13-R, *Air Transportation Eligibility*

DOD 4500.9-R, *Part V Customs Inspection*

DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition and Explosives*

DOD 5200.33-R, *Defense Courier Service Regulation*

DOD 6050.5-L, *DOD Hazardous Materials Information System Hazardous Item Listing*

MILSTD 129, *Military Standard Marking for Shipment and Storage*

TA-006, *Organizational and Administrative Equipment*

TA-016, *Special Purpose Clothing and Personal Equipment*

TA-758, *Aerial Port/Combat Control/Special Tactics Group/Airlift Control Element*

TO 00-20B-5, *USAF Motor Vehicle and Vehicular Equipment Inspection*

TO 00-25-172, *Ground Servicing of Aircraft and Static Grounding/Bonding*

TO 1C-135(K) A-*9, Technical Manual Cargo Loading Instructions*

TO 1C-5A-5-1, B*asis Weight Checklist and Loading Data*

TO 1C-5A-9, *Loading Instructions*

TO 1C-10(K)A-5, *Basic Weight Checklist and Loading Data*

TO 1C-10(K) A-9, *Cargo Loading Manual*

TO 1C-1-71, *Listing of Cargo Tie-down Equipment Authorized for All Series Cargo Airlift*

TO 1C-5A-9-2, *Supplemental Loading Instructions Manual Specific Procedures*

TO 13C2-1-1, *Cargo Tie-down Equipment--Cleaning Repair and Test Instructions*

TO 00-85-20, *Engine Shipping Instructions*

TO 34-1-3, *Inspection and Maintenance of Machinery and Shop Equipment*

TO 35D33-2-2-2, *463L Air Cargo Pallets*

TO 35D33-2-3-1, *Maintenance and Repair Instructions Air Cargo Pallet Net*

TO 36M-1-141, *463L Materials Handling Equipment (MHE) System*

TO 1C-17A-9, *Technical Manual Cargo Loading Instruction*

TO 0085 series

TOs for all assigned vehicles

Department of Transportation (DOT) Exemptions, as appropriate. International Air transport Association (IATA) Dangerous Goods Regulation (required).International Civil Aviation Organization (ICAO) Technical Instructions for the Safe Transport of Dangerous Goods by Air (recommended).

Abbreviations and Acronyms

ACA—Airlift Clearance Authority

ADS—Aerial Delivery Rail System

AE—Aeromedical Evacuation

ALOC—Air Lines of Communication

AMT—Air Mail Terminal

APOD—Aerial Port of Debarkation

APOE—Aerial Port of Embarkation

ATCMD—Advanced Transportation Control and Movement Document

ATOC—Air Terminal Operations Center

BOL—Bill of Landing

CAA—Cooperative Airlift Agreement

CB—Center of Balance

CETS—Contract Engineering and Technical Services

CGP—CONUS Generation Point

CONUS—Continental United States

CRG—Contingency Readiness Group

CSB—Customer Service Branch

DCS—Defense Courier Service

DGR—Dangerous Goods Regulation

DPC—Data Processing Center

DPM—Direct Procurement Method

DPSC—Defense Personnel Support Center

DTS—Defense Transportation System

DTD—Door to Door

EMO—Equipment Management Office

FFS—Forward Supply System

FMS—Foreign Military Sales

GATES—Global Air Transportation Execution System

GBL—Government Bills of Lading

GMT—Greenwich Mean Time

JHCS—Joint Hazard Classification System

HR—Human Remains

IATA—International Air Transport Association

ICAO—International Civil Aviation Organization

LTFP—Less Than Full Pallet

MEDEX—Medical Express

MHE—Materials Handling Equipment

MICAP—Mission Capability

NVG—Night Vision Goggles

OI—Operating Instruction

PCP—Pentachlorophenol

POGP—Primary OCONUS Generation Points

POD—Port of Debarkation

POE—Port of Embarkation

PSI—Pounds per Square Inch

PNAF—Prime Nuclear Airlift Force

RCRA—Resource Conservation Recovery Act

RDD—Required Delivery Date

SAAM—Special Assignment Airlift Missions

SET—System Entry Time

SOGP—Secondary OCONUS Generation Points

SR—Surface Reading

SSN—Social Security Number

TAC—Transportation Account Code

TCMD—Transportation Control and Movement Document

TCN—Transportation Control Number

TI—Transport Index

TMO—Transportation Management Office

TWCF—Transportation Working Capital Fund

UMMIPS—Uniform Military Movement Issue and Priority System

USPS—United States Postal Service

UTC—Unit Type Code

VVIP—Very Very Important Parts

Terms

Abbreviated Transportation Accounting Classification.—Alphanumeric code used in lieu of a full 23-character line of accounting.

Accessorial Service—A service performed by a carrier in addition to the linehaul.

a. Foreign Military Sales (FMS). Separate charges added to the standard price of materiel for each FMS case. The charges cover the expenses of packing, handling, crating, transportation, and supply operations associated with the preparation and delivery of FMS materiel.

b. Land. Charges by a carrier for rendering service in addition to the linehaul. Such services may include sorting, packing, cooling, heating, switching, delivering, storage, and reconsigning.

Accountable Official—The designated person who ensures that a system of internal procedures and controls for the portion of the entitlement- and/or payment-related process under their cognizance is in place to minimize opportunities for erroneous payments and to ensure that all procedural safeguards affecting proposed payments are observed; the Accountable Official supports their respective certifying officers with timely and accurate data, information, and/or service to ensure proper payments, i.e., payments that are supportable, legal, and computed correctly.

Accrual Transaction—An accounting transaction that adjusts the initial Government obligation that is in the accounting records.

Active Duty—Full-time duty in the active military service of the United States. This includes members of the Reserve Components serving on active duty or full-time training duty, but does not include full-time National Guard duty.

Actual Expense Transaction—The actual is the amount disbursed less interest.

Actual Placement—The placing of a carrier conveyance in an accessible position for loading or unloading or at a place previously designated by the consignor or consignee.

Actual Value Rate—A rate based on the actual value of the material shipped.

Address Marking—Applying data obtained from shipping documents to the shipment unit. The data identifies the shipment and directs its movement to the ultimate consignee.

Aerial Port—An airfield that has been designated for the sustained air movement of personnel and materiel as well as an authorized port of entrance into or departure from the country where located.

Aerial Port of Debarkation—A station that serves as an authorized port to process and clear aircraft and traffic for entrance to the country where located.

Aerial Port of Embarkation—A station that serves as an authorized port to process and clear aircraft and traffic for departure from the country where located.

Air Charter Service—Air transportation procured under an arrangement with a commercial air carrier for the exclusive use of one or more aircraft.

Airfield—An area prepared for the accommodation (including any buildings, installations, and equipment), landing, and takeoff of aircraft.

Airlift Clearance Authority—A Service activity which controls the movement of cargo (including personal property) into the airlift system under provisions of Department of Defense 4500.9-R, Defense Transportation Regulation, Part II, Cargo Movement.

Air Mobility Command—The Air Force component command of the United States Transportation Command.

Air Taxi Service—Air transportation in aircraft having a gross takeoff weight of less than 12,500 pounds and operating under the requirements of federal and state bodies.

Allocation—In a general sense, distribution of limited resources among competing requirements for employment.

Ammunition Basic Load—Major Command designated quantities of Class V supplies that allow units to initiate combat operations. Basic loads are combat-deployable using organic transportation in a single lift.

Ammunition/Explosives—A complete device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological, or chemical material for use in military operations including demolition. Certain suitably modified munitions can be used for training, ceremonial, or non-operational purposes.

Antiterrorism—Defensive measures used to reduce the vulnerability of individuals and property to terrorist acts, to include limited response and containment by local military forces.

Area Monitoring Office—The office that is assigned responsibility for monitoring Transportation Discrepancy Report actions in a specific theater or area.

Area of Responsibility—The geographical area associated with a combatant command within which a combatant commander has authority to plan and conduct operations.

Armed Forces of the United States—A term used to denote collectively all components of the Army, Navy, Air Force, Marine Corps, and Coast Guard. See United States Armed Forces.

Arms, Ammunition, and Explosives—Arms, ammunition, and explosives are those items within the scope of DOD 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.

Baggage—Includes, but is not limited to, personal clothing; professional equipment; essential dishes, pots, pans, linens, and other light housekeeping items; and other items necessary for the health, welfare, and morale of the member/employee.

a. **Accompanied Baggage** -- Baggage that accompanies the member/employee while traveling.

b. **Unaccompanied Baggage** -- That portion of the member's/employee's authorized weight allowance of personal property that does not accompany the member/employee and is normally shipped separately from the bulk of his/her personal property by expedited transportation. Also, hold baggage.

Bill of Lading—The Bill of Lading is the primary document used to procure freight and express transportation and related services from commercial carriers, including freight forwarders.

Block Stowage Loading—A method of loading whereby all cargo for a specific destination is stowed together. The purpose is to facilitate rapid off-loading at the destination, with the least possible disturbance of cargo intended for other points.

Breakbulk Cargo—Any commodity that, because of its weight, dimensions, or incompatibility with other cargo, must be shipped by mode other than military van or SEAVAN.

Breakbulk Point—A transshipping activity to which unitized shipments for various consignees are consigned and from which the shipments are distributed as separate shipment units to the ultimate consignees.

Cargo—Supplies, materials, stores, baggage, or equipment transported by land, water, or air.

a. **Bulk (freight)** -- That which is generally shipped in volume where the transportation conveyance is the only external container; such as liquids, ore, or grain.

b. **Containerizeable Cargo** -- Items that can be stowed or stuffed into a container.

c. **Non-Containerizeable Cargo** -- Items that cannot be stowed or stuffed into a container, i.e., overdimensional or overweight cargo.

d. **Source Stuffed Cargo** -- Cargo that economically fills a container from a single origin point.

Carrier—An individual, company, or corporation commercially engaged in transporting cargo or passengers between two points.

Carrier, DOD-Approved—Any carrier, as defined above, approved by the Commander, Military Surface Deployment and Distribution Command.

Carrier Invoicing—A Power Track process used for modes of shipment where carrier rates are not resident in a shipper system, i.e., small package express. The carrier generates all shipment information, which populates both the shipper and carrier side of the Power Track record. The shipper has the right to change price/shipment data prior to approval of payment. It is not recommended that Auto-Approval be set in Power Track to allow for management controls prior to payment being approved.

Carrier Tariff Rates—Rates charged the general public by surface, air, or water carriers engaged in the transportation of property.

Case Designator—A unique code used with a country identification code to identify a particular foreign military sale. It is a three-character designator.

Certification of Equivalency—A Certification of Equivalency is a certification that the proposed packaging equals or exceeds the requirements of 49 Code of Federal Regulations Parts 100-199.

Certification of Essentiality—For Highway Movement. A certification by a military authority that the cargo is "essential cargo." The oversize or overweight shipment cannot be reduced in size or weight and the shipment must be moved via highway.

Certifying Officer—Responsible for information stated in a voucher, supporting documents, and records; legality of a proposed payment under the appropriation or fund involved; certifies the Power Track Summary Invoice. This person must meet the requirements of DODFMR 7000.14-R, Vol 5, Chapter 33, Accountable Officials and Certifying Officers.

Channel Airlift—Common-user airlift service provided on a scheduled basis between two points. There are two types of channel airlift. A requirements channel serves two or more points on a scheduled basis

depending upon the volume of traffic; a frequency channel is time-based and serves two or more points at regular intervals.

Channel Sequence Listing—A listing of approved active Air Mobility Command AMC channels prepared annually by Headquarters AMC.

Channel Traffic—Passengers and cargo moving over established worldwide routes served by either scheduled Department of Defense aircraft under the control of Air Mobility Command AMC or commercial aircraft under contract to and scheduled by AMC.

Chassis—The wheeled platform on which the container is placed for surface/highway transport.

Civil Agencies—All agencies in the federal government other than Department of Defense installations and activities, e.g., General Services Administration.

Civil Post Office—A United States Post office, branch, station, or money order unit operated by employees of the United States Postal Service (USPS) or under contract with the USPS.

Claim—A written legal demand for payment of goods lost or damaged in shipment.

Claim Office—The office responsible for filing claims on behalf of the Department of Defense against carriers, contractors, stevedores, or vendors for loss or damage resulting from movement of government-owned property, e.g., the finance center for Continental United States commercial carriers; Military Sealift Command for commercial ocean carriers; the responsible contracting officer for contractors, stevedores, and vendors.

Classification—See Freight Classification.

Classified Material/Matter—Official information or matter, in any form or of any nature, which requires protection in the interests of national security. Material is classified CONFIDENTIAL or SECRET under Department of Defense 5200.1-R, Information Security Program.

Clean Bill of Lading—A receipt for goods issued by a carrier with an indication that the goods were received in "apparent good order and condition," without damages or other irregularities.

Clearance Authority—The activity that controls and monitors the flow of cargo into the airlift or water transportation system. See Airlift Clearance Authority, Ocean Cargo Clearance Authority, and Water Clearance Authority.

Cleared Carrier—A commercial carrier who has met the following criteria for handling SECRET shipments:

a. Can provide the transportation protective service requirement established by a Transportation Office.

b. Has authorization by law or regulation to provide the required transportation protective service.

c. Has a SECRET facility clearance issued by the Defense Security Service.

d. Has furnished the Military Surface Deployment and Distribution Command with a tender, agreement, or contract that provides for Protective Security Service.

Commercial Air Movement—The movement of a group of persons routed by the Military Surface Deployment and Distribution Command Operations Center in regular or chartered commercial air service.

Commercial Bill of Lading—A Commercial Bill of Lading (CBL) designates the receipt of goods

shipped on board a transportation conveyance, e.g., truck, rail, ship, airplane, and signed by the carrier (or the carrier's agent) who contracts to carry the cargo. A CBL states the terms on which the goods are carried. Carrier documentation used for transportation of shipments, such as that used by small package express carriers. It includes the commercial procedures related to the use of such documentation.

Commodity Category—Grouping commodities with similar characteristics for purposes of manifesting, billing, cost accounting, contractor payment, and special handling.

Common Carrier—A carrier offering transportation services to the general public for movement of cargo.

Common Servicing—That function performed by one Military Service in support of another Military Service for which reimbursement is not required from the Service receiving services.

Common-User Air Terminal—A facility that regularly provides (for two or more Services) the terminal functions of receipt, transit storage or staging, processing, and loading or unloading of cargo or passengers on aircraft. It may be a military installation, part of a military installation, or a commercial facility operated under contract or arrangement by a Department of Defense Component.

Common-User Transportation—Transportation and transportation services provided on a common basis for two or more Department of Defense (DOD) agencies and, as authorized non-DOD agencies. Common-user assets are under the combatant command (command authority) of the Commander, United States Transportation Command, excluding Service-unique or theater-assigned transportation assets.

Competent Authority Approval—A Competent Authority Approval is an approval issued by a national agency responsible under its national law for the regulation of hazardous materials transportation. These may also be referred to as "Special Approvals." The United States (US) Competent Authority is the US Department of Transportation.

Consignee—The recipient (unit, depot, or person) to whom cargo is addressed or consigned for final delivery. Activity that is receiving the product.

Consignor—The person or activity that is the supplier or shipper of a product.

Consolidation—The combining or merging of elements to perform a common or related function or the combining of separate shipments into a single shipment.

Constructive Placement—When a carrier conveyance cannot be placed for loading, unloading, or at a point previously designated by the consignor or consignee, and is placed elsewhere, it is considered as being under constructive placement and subject to tariff rules and charges.

Container—An article of transport equipment that meets American National Standards Institute/ International Organization for Standardization standards that is designed to be transported by various modes of transportation. These containers are also designed to facilitate and optimize the carriage of goods by one or more modes of transportation without intermediate handling of the contents and equipped with features permitting ready handling and transfer from one mode to another. Containers may be fully enclosed with one or more doors, open top, refrigerated, tank, open rack, gondola, flatrack, and other designs.

a. **Cargo Container**. A standardized, demountable, reusable conveyance for transporting cargo on a chassis, rail car, or vessel.

b. **CONEX.** Container Express (CONEX). A metal shipping container 8'6" long, 6'3" wide, and 6'10½" high or 4'3" long, 6'3" wide and 6' 10½" high used for shipping cargo.

c. **Dromedary**. A container that can be mounted behind the power unit of a truck or carried on a flatbed trailer or in a van and that can be used to transport less-than-truckload shipments of Arms, Ammunition, and Explosives; SECRET, CONFIDENTIAL, and Controlled Cryptographic Items; or sensitive material.

d. **Flatrack**. Portable, open-topped, open-sided units that fit into existing below-deck container cell guides and provide a capability for container ships to carry oversized cargo and wheeled and tracked vehicles.

e. **Half-Height.** These containers have sides that are approximately 4 foot high. There is no permanent metal top. If the cargo needs to be covered, then a tarpaulin is provided.

f. **International Organization for Standardization (ISO) Container**. A standardized, demountable container for transporting cargo on a chassis, rail car, or vessel. ISO containers may be 20', 40', or 45' long by 8' wide and 9' 6" high.

g. **Military Van (MILVAN)**. Military-owned, demountable container, conforming to United States and international standards, operated in a centrally controlled fleet for movement of military cargo. (Dimensions: 20' long, 8' wide and 8' high or may be a flatrack).

h. **Open Top Container**. A container without a permanent metal top. The top is a removable tarpaulin supported by roof bows to protect cargo from the elements.

i. **QUADCON**. The QUADCON measures 57(l) x 96(w) x 96(h) inches. It is a lockable, weatherproof, reusable, prefabricated container with a cargo capacity of 8,000 pounds. It has International Organization for Standardization (ISO) corner fittings for lifting and restraint and for coupling up to four QUADCONs together to have the same dimensions as a standard 20-foot ISO container.

j. **Refrigerated (Reefer) Container**. A weatherproof container for the movement of temperature controlled cargo insulated against external temperatures and equipped with mechanical refrigeration.

k. **SEAVAN**. Commercial or Government-owned (or leased) shipping containers that are moved via ocean transportation without bogie wheels attached, i.e., lifted on and off the ship.

l. **Tank Container**. Specialized container that meets International Organization for Standardization and International Maritime Organization requirements for transportation of hazardous and non-hazardous bulk liquids.

m. **TRICON**. The TRICON measures 77.5(1) x 96(w) x 96(h) inches. It is a lockable, weatherproof, reusable, prefabricated container with a cargo capacity of 12,300 pounds. It has International Organization for Standardization (ISO) corner fittings for lifting and restraint and for coupling up to three TRICONs together to have the same dimensions as a standard 20-foot ISO container.

Consolidation and Containerization Point—Consolidates shipments on an air pallet or containerized shipment in a SEAVAN for transportation overseas.

Container Freight Station—A receiving, storage, and distribution facility for stuffing and unstuffing

containers.

Container Handling Equipment—Items of materials-handling equipment required to specifically receive, maneuver, and dispatch International Organization for Standardization containers.

Containerization—The use of containers to unitize cargo for transportation, supply, and storage. Containerization incorporates supply, transportation, packaging, storage, and security together with visibility of a container and its contents into a distribution system from source to user.

Contingency Response Program—Fast reaction transportation procedures intended to provide for priority use of land transportation assets by Department of Defense when required.

Contract—An agreement between two or more competent parties in which an offer is made and accepted and each party benefits. The agreement can be formal, informal, written, oral, or just plain understood. Some contracts are required to be in writing in order to be enforced. An agreement between two or more parties that creates obligations to do or not do the specific things that are the subject of that agreement.

Contract Carrier—A person or company that is under contract to transport people or goods for individual contract customers only.

Contract Management Office—The activity responsible for administering the contract against which the shipment was made.

Controlled Cargo—Items that require additional control and security as prescribed in various regulations and statutes. See Protected Cargo.

CONUS Regional Database—The Worldwide Port System (WPS) CONUS Regional Database (CRDB) is a Military Surface Deployment and Distribution Command (SDDC) maintained database for the submission and tracking of Advance Transportation Control and Movement Document (ATCMD) data for breakbulk or container ocean shipments. The CRDB is composed of a centralized database and two regional application hubs located at Headquarters SDDC. The centralized database functions as an integrated repository of all WPS Continental United States (CONUS) terminal cargo movement data and the primary source for query responses and cargo traffic reports. CRDB provides shippers with the capability to enter ATCMDs online and to query the status of their cargo. It serves as the CONUS Global Transportation Network interface for cargo data and limited manifest distribution.

Country Code—For purposes of this regulation, a two-position code indicating the country, international organization, or account that is the recipient of materiel or services under the Security Assistance Program.

Country Representative/Freight Forwarder Code—A code employed to identify the designated individual or organization authorized to receive documentation, reports, and shipments for a particular country's Foreign Military Sales transactions. A designated country representative may also be authorized by a foreign government to negotiate, commit, and sign contractual agreements.

Cubic Foot—One cubic foot is a volume one foot high, one foot wide, and one foot deep; one cubic foot (cu ft) = 1/27 cubic yard = 1,728 cubic inches.

Customer—Any authorized user of the Defense Transportation System.

Defense Courier Service—The Agency tasked to provide secure, worldwide movement of classified and/or sensitive national security material requiring courier escort in support of the Department of Defense, federal agencies, North Atlantic Treaty Organization, United States (US) Allies, and US

government contractors.

Defense Courier Service Station—A collection and control point for carrying on the mission of the Defense Courier Service.

Defense Finance and Accounting Service—The agency responsible for a number of services related to the accounting, internal billing, and payment of selected transportation bills of lading. The Defense Finance and Accounting Service identifies and implements finance and accounting requirements, systems and functions for appropriated and non-appropriated funds, working capital, revolving funds, and trust fund activities.

Defense Freight Railway Interchange Fleet—A fleet of freight cars built and maintained to the standards established by the Association of American Railroads and the Department of Transportation. These cars are suitable for shipping Department of Defense cargo over the commercial railroad system throughout North America, including Alaska, Canada, and Mexico.

Defense Table of Official Distances—The distance source for rates, standards, or charges.

Defense Transportation System—That portion of the Nation's transportation infrastructure that supports Department of Defense common-user transportation needs across the range of military operations. It consists of those common-user military and commercial assets, services, and systems organic to, contracted for, or controlled by the Department of Defense.

Delivery Term Code—A code (prescribed in Foreign Military Sales (FMS) cases) identifying the point at which the responsibility for moving an FMS shipment passes from the United States Department of Defense to the purchasing nation or international organization.

Density—The weight of freight per cubic foot or other unit.

Department of Defense Activity Address Code—A distinct six-position alphanumeric code assigned to identify specific units, activities, or organizations as found in Department of Defense Activity Address Directory. These activities are authorized to ship or receive material and to prepare documentation or billings.

Department of Defense Activity Address Directory—Publication that lists all Department of Defense activities and their six-position alphanumeric codes called Department of Defense Activity Address Codes.

Department of Defense Aircraft—An aircraft owned or controlled by any Department of Defense activity or component.

Department of Defense Ammunition Code—An eight position alphanumeric code composed of the four-position Federal Supply Classification followed by the four position Department of Defense Identification Code.

Department of Defense Components—The Office of the Secretary of Defense (OSD) and activities administratively supported by the OSD; the Military Departments; the Chairman, Joint Chiefs of Staff; the Unified Commands; and the Defense Agencies.

Department of Defense Foreign Clearance Guide—A publication containing information pertaining to travel security, country clearances, identification credentials, and other entry requirements for travel into foreign countries.

Department of Defense Identification Code—A four-position alphanumeric code assigned to items of

supply in Federal Supply Groups 13 (ammunition/explosives) and 14 (guided missiles).

Desired Delivery Date—A specific date by which delivery of a shipment should be accomplished by a carrier.

Destination—The place to which a shipment is consigned or where the carrier delivers cargo to the consignee or agent.

Destination Station—A base or airport where the mission ends as shown in the schedule.

Direct Procurement Method—A method of shipment in which the government manages the shipment throughout. Packing, containerization, local drayage, and storage services are obtained from commercial firms under contract arrangements or by the use of government facilities and personnel.

Diversion—A change made in the route of a shipment while in transit. See Reconsignment.

Domestic Express Small Package Service—Contractor services that provides domestic (to include the continental United States, Alaska, Hawaii, and Puerto Rico) small package service for air eligible shipments up to 150 lbs.

Drive-Away Service—The movement of a vehicle under its own power by a driver of an authorized motor carrier. This method also includes the movement of one or more vehicles, including other than self-propelled vehicles, when towed or mounted (either full or saddle mount) upon a vehicle.

Dunnage—Lumber or other material used to brace and secure cargo to prevent damage.

Electronic Bill—Functionality in PowerTrack that is used to request a debit (from a shipper to a carrier) or a credit (from a carrier to a shipper). The party initiating the Electronic Bill (eBill) will not be paid until the other party approves the eBill. eBills are most commonly used to reconcile or adjust shipment payment amounts for shipments that have already been approved, and prior to the Summary Invoice being generated. An eBill can be linked to a previous transaction, although this is not required.

Escort(s) or Courier(s), Transportation—United States government military members or civilian employees, or Department of Defense (DOD) contractor employees responsible for continuous surveillance and control over movements of classified material. Individuals designated as escorts or couriers must possess a DOD-issued security clearance at least equal to the level of classification of the material being transported.

Essential Cargo—Cargo that is essential to a military mission and is prescribed in Department of Defense Directive 4140.1, Materiel Management Policy.

"EX" Number—The EX (explosive) number is a tracking number assigned by the Department of Transportation to identify the final hazard classification was properly submitted and approved in accordance with 49 Code of Federal Regulations.

Exception Material—Security Assistance Program materiel which, due to its peculiar nature and increased transportation risks, requires special handling in the transportation cycle and deviation from normal shipping procedures. This includes classified materiel, sensitive materiel, firearms, explosives, lethal chemicals, and other dangerous and hazardous materiel that requires rigid movement control and air cargo of such size that the item exceeds commercial capability.

Expedited Handling Shipments—Items and/or shipment units with an entry of N_ _, E_ _, 999, or 777 in the Required Delivery Date (RDD) field of Military Standard Requisitioning and Issue Procedures requisition and/or Transportation Control and Movement Document normally require expedited

transportation. Items and/or shipment units with 555 or 444 in the RDD field may also require expedited transportation.

Expediting—Actions taken to ensure movement to destination in the shortest time possible.

Explosives—Explosives are any chemical compound, mixture, or device, the primary purpose of which is to function by explosion. This term includes, but is not limited to, individual land mines, demolition charges, blocks of explosives and other explosives consisting of 10 pounds or more. Additionally specific description of explosives is detailed in 49 Code of Federal Regulations, Part 173.59, Description of Terms for Explosives.

Export Cargo Shipments—Shipments originating from an inland point/Port of Embarkation destined to an overseas destination.

Export Traffic Release—Shipping instructions, issued by the Military Surface Deployment and Distribution Command Operations Center or Theater Commander in response to an offering, that specify the mode of transportation, carrier(s) to move the shipment, rate, minimum shipment weight, cost favorable terminal, shipment terminal arrival date, and any pertinent Routing Instruction Notes.

Fast Release of Ammunition—An exception to Export Traffic Release procedures.

Financial and Air Clearance Transportation System—The Financial and Air Clearance Transportation System (FACTS) clears air cargo for all Services. The four Air Clearance Authorities (ACAs) control their Services' flow of sustainment/resupply cargo into the airlift system during both peace and war. FACTS provides the ability to view the entire flow of Department of Defense sustainment cargo in near real-time and enables decision-makers to control the flow of sustainment material into Aerial Ports of Embarkation. FACTS has an integrated database that uses quick reference files to ensure compliance with this regulation formats and Service unique air-eligible cargo movement criteria. It also provides challenge messages from respective Service ACA to consignees and consignors on non-compliant Advance Transportation Control and Movement Documents.

Flashpoint—The minimum temperature at which the substance gives off flammable vapors that will ignite in contact with spark or flame.

Force Protection—Actions taken to prevent or mitigate hostile actions against Department of Defense personnel (to include family members), resources, facilities, and critical information. These actions conserve the force's fighting potential so it can be applied at the decisive time and place and incorporate the coordinated and synchronized offensive and defensive measures to enable the effective employment of the joint force while degrading opportunities for the enemy. Force protection does not include actions to defeat the enemy or protect against accidents, weather, or disease.

Force Protection Condition—A Chairman of the Joint Chiefs of Staff-approved program standardizing the Military Services' identification of and recommended responses to terrorist threats against United States personnel and facilities. This program facilitates inter-Service coordination and support for antiterrorism activities. There are four Force Protection Conditions (FPCONs) above normal.

a. **FPCON ALPHA** -- This condition applies when there is a general threat of possible terrorist activity against personnel and facilities, the nature and extent of which are unpredictable, and circumstances do not justify full implementation of FPCON BRAVO measures. However, it may be necessary to implement certain measures from higher FPCONs resulting from intelligence received or as a deterrent. The measures in this FPCON must be capable of being maintained indefinitely.

b. **FPCON BRAVO** -- This condition applies when an increased and more predictable threat of terrorist activity exists. The measures in this FPCON must be capable of being maintained for weeks without causing undue hardship, affecting operational capability, and aggravating relations with local authorities.

c. **FPCON CHARLIE** -- This condition applies when an incident occurs or intelligence is received indicating some form of terrorist action against personnel and facilities is imminent. Implementation of measures in this FPCON for more than a short period probably will create hardship and affect the peacetime activities of the unit and its personnel.

d. **FPCON DELTA --** This condition applies in the immediate area where a terrorist attack has occurred or when intelligence has been received that terrorist action against a specific location or person is likely. Normally, this FPCON is declared as a localized condition.

Forward Supply Support—A category of cargo that moves in the Air Mobility Command AMC airlift system that supports AMC aircraft.

a. **FOB Destination** -- FOB at destination, or where the seller or consignor delivers the supplies on the seller's or consignor's conveyance to a specified delivery point. In this case, unless the contract provides otherwise, the cost of shipping and the risk of loss are borne by the seller or consignor.

b. **FOB Origin --** FOB at the place of origin, or where the seller or consignor places the supplies on the conveyance by which they are to be transported. Unless the contract provides otherwise, the cost of shipping and the risk of loss are borne by the buyer or consignee.

Freight Consolidating Activity—A transportation activity that receives less than carload/truckload shipments of materiel for the purpose of assembling them into carload/truckload lots for onward movement to the ultimate consignee or to a freight distributing activity or other breakbulk point.

Freight Forwarder—A firm other than a railroad, motor, water, or air carrier that represents itself as a common carrier and undertakes to assemble and consolidate shipments or provide for assembling and consolidating and performing or providing for the performance of breakbulk and distributing. It assumes responsibility for the transportation of such property from point of receipt to point of destination; and uses the services of carriers subject to the governing bodies.

Frequency Channels—An Air Mobility Command frequency channel may be set up when traffic requirements do not support the desired frequency of service. Frequency channels may be requested on the basis of operational necessity for support of a mission sensitive area or for quality of life purposes to remote areas.

Fuse, Fuze, Fusee—In this regulation the term Fuse includes Fuze and Fusee. For transportation handling, loading, and movement, the definitions of fuse, fuze and fusee are applied as specified in 49 Code of Federal Regulations (CFR), International Civil Aviation Organization regulations, and related publications. Fuse/Fuze are two words that have a common origin (French fusee, fusil) and are sometimes considered to be different spellings. It is useful to maintain the convention that fuse refers to a cord-like igniting device, whereas fuze refers to a device used in ammunition and incorporates mechanical, electrical, chemical, or hydrostatic components to initiate a train by deflagration or detonation (49 CFR, Part 173.59, Description of Terms for Explosives).

General Cargo—Cargo that is susceptible for loading in general, non-specialized stowage areas or standard shipping containers; e.g., boxes, barrels, bales, crates, packages, bundles, and pallets.

Global Transportation Network—The automated support necessary to enable the United States Transportation Command and its components to provide global transportation management. The Global Transportation Network (GTN) provides the integrated transportation data and systems necessary to accomplish global transportation planning, command and control, and in transit visibility across the range of military operations. The designated Department of Defense in transit visibility system provides customers with the ability to track the identity, status, and location of Department of Defense units and non-unit cargo, passengers, patients, forces, and military and commercial airlift, sealift, and surface assets from origin to destination across the range of military operations. GTN collects, integrates, and distributes transportation information to combatant commanders, Services, and other Department of Defense customers. GTN provides the United States Transportation Command with the ability to perform command and control operations, planning and analysis, and business operations in tailoring customer requirements throughout the requirements.

Government Bill of Lading—A government document used to procure transportation and related services from commercial carriers.

Green Sheet Procedures—A procedure invoked by Department of Defense Components to identify specific cargo requiring precedence over all other cargo from that Department of Defense Component. Cargo of the other Department of Defense Components is not affected.

Gross Weight—The combined weight of a container and its contents including packing material.

Hazardous Material or Substance—A substance or material that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce and that has been so designated. The term includes hazardous substances, hazardous wastes, marine pollutants, elevated temperature materials, materials designated as hazardous under the provisions of 49 Code of Federal Regulations (CFR), Parts 172.101 and 172.102, and materials that meet the defining criteria for hazard class and divisions in 49 CFR, Part 173.

Heavy Lift Cargo—Any single cargo lift, weighing five short tons or more, and to be handled aboard ship. In Marine Corps usage, individual units of cargo that exceed 800 pounds in weight or 100 cubic feet in volume.

High Value Item—A cargo shipment that exceeds the carrier's normal liability for loss and damage during transportation and which requires the Transportation Office to request the carrier to purchase additional insurance to ensure liability for full shipment value in the event of loss or damage.

Holding—The process of holding a shipment, including a consolidation delay, a wait for export traffic release, an embargo, or another shipper request.

Installation Transportation Officer—See Transportation Officer.

Intermodal—Type of international freight system that permits transshipping among sea, highway, rail, and air modes of transportation through use of American National Standards Institute and International Organization for Standardization containers, linehaul assets, and handling equipment.

Intermodal Container or Trailer—Containers or trailers designed to transport cargo from origin to destination by more than one mode of transportation.

International Air Transport Association—Association of member airlines and developer of the International Air Transport Association (IATA) Dangerous Goods Code, which is used as a reference and unofficial guidance for air shipment of hazardous material. The IATA Dangerous Goods Code includes

special restrictions imposed by its member airlines.

Inter-Service Support—Action by one Military Service or element thereof to provide logistic and/or administrative support to another Military Service or element thereof. Such action can be recurring or non-recurring in character on an installation, area, or worldwide basis.

Intratheater—Between theaters or between the continental United States and theaters.

Intratheater Traffic—Traffic between theaters exclusive of that between the continental United States and theaters.

In-Transit Visibility—The ability to track the identity, status, and location of Department of Defense units and non-unit cargo (excluding bulk petroleum, oils, and lubricants) and passengers, medical patients, and personal property from origin to consignee or destination across the range of military operations.

Intratheater—Within a theater. See Intratheater Traffic.

Intratheater Traffic—Traffic within a theater.

Loaded to Capacity—A conveyance loaded to its cube or weight-carrying capacity. Also, a conveyance loaded with a quantity of material that is so filled that no more like material, in the shipping form tendered, can be loaded in or on the conveyance.

Local Flight—A continuous flight performed within the local flying area that terminates at the point of origin.

Long Ton—A long ton equals 2,240 pounds. See Ton.

Manifest—A document specifying in detail the passengers or items carried for a specific destination.

Marking—Numbers, nomenclature, or symbols imprinted on items or containers for identification during handling, shipment, and storage.

Materials Handling Equipment—Mechanical devices for handling of supplies with greater ease and economy.

Measurement Ton—The unit of volumetric measurement of equipment associated with surface delivered cargo. Measurement tons equal total cubic feet divided by 40 (1MTON = 40 cubic feet).

Metric Ton—1,000 kg. (2,204.6 pounds). See Ton.

Military Assistance Program Address Code—A six-position alphanumeric code constructed from the Military Standard Requisition and Issue Procedures (MILSTRIP) requisition number and the MILSTRIP supplemental address for Security Assistance Program shipments. The Military Assistance Program Address Code is used to identify the consignee in transportation documents and to obtain clear text address and other shipment information from the Military Assistance Program Address Directory.

Military Assistance Program Address Directory—A sole source directory for use of the Military Services and Agencies, containing the addresses of freight forwarders, country representatives, or customers in the country required for releasing Foreign Military Sales and Grant Aid shipments and related documentation.

Military Assistance Program—That portion of the United States security assistance authorized by the Foreign Assistance Act of 1961, as amended, that provides defense articles and services to recipients on a non-reimbursable (grant) basis.

Military-Owned Vehicles—Organic, tactical, or theater-owned vehicles; may include aircraft and sea vessels.

Military Surface Deployment and Distribution Command—A major command of the United States (US) Army, and the US Transportation Command's component command responsible for designated continental US land transportation as well as common-user water terminal and traffic management service to deploy, employ, sustain, and redeploy US forces on a global basis.

Military Traffic Expediting Service—An expediting service provided by the Association of American Railroads for military carload or specialized shipments.

Mobility Officer—Mobility Officer is the person(s) designated or appointed for planning, coordinating, and/or executing mobility operations for assigned or supported units. This designation also includes: Division Transportation Officer, Unit Movement Coordinator, Unit Movement Officer, Strategic Mobility Officer, Defense Movement Coordinator, Installation Deployment Officer, Embarkation Officer, and Installation Mobility Officer.

Mode of Transport—The various modes used for a movement. For each mode, there are several means of transport. They are

a. Inland surface transportation (rail, highway and inland waterway).

b. Sea transportation (coastal and ocean).

c. Air transportation.

d. Pipeline.

Munition(s)—A complete device charged with explosives, propellants, pyrotechnics, initiating composition, or nuclear, biological, chemical material, and all similar or related items or components, explosive in nature, for use in military operations, including demolitions. Certain suitably modified munitions can be used for training, ceremonial, or non-operational purposes. Also called ammunition. In common usage, "munitions" (plural) can be military weapons, ammunition, and equipment.

Munitions Carriers—Munitions carriers are commercial carriers that meet and maintain the Military Surface Deployment and Distribution Command (SDDC) pre-qualification standards to transport arms, ammunition and explosives. They have a current satisfactory rating and meet all DOT standards. These carriers are SDDC-approved to provide in transit physical security for DOD shipments of classified SECRET, CONFIDENTIAL, or sensitive AA&E.

National/NATO Stock Number—The 13-digit stock number replacing the 11-digit Federal Stock Number. It consists of the 4-digit Federal Supply Classification code and the 9-digit National Item Identification Number. The National Item Identification Number consists of a 2-digit National Codification Bureau number designating the central cataloging office (whether North Atlantic Treaty Organization or other friendly country) that assigned the number and a 7-digit (xxx-xxxx) non-significant number. The number will be arranged as follows: 9999-00-999-9999.

Net Explosive Quantity—The total quantity of propellant in a tank, drum cylinder, or other container expressed in kilograms.

Net Explosive Weight—The actual weight in pounds of explosive mixtures or compounds, including the trinitrotoluene equivalent of energetic material, that is used in determination of explosive limits and explosive quantity data arcs.

Net Weight—The weight of an item being shipped excluding the weight of packaging material or container (does not apply to household goods) or weight of a ground vehicle without fuel, engine oil, coolant, on-vehicle materiel, cargo, or operating personnel.

OCONUS—Outside the continental limits of the United States.

Offering—The submission of shipment documentation to a clearance authority for release instructions and to the booking office for ocean transportation to effect shipment or transshipment.

Operating Authority—An authorization issued by the regulatory body for a commercial carrier to perform transportation service, sometimes within specific limitations.

Opportune Airlift—Any aircraft not on a scheduled channel mission which offers space for passengers, cargo, and/or mail. It is the use of organic aircraft in a secondary role to the primary mission, and the portion of airlift capability available for use after planned mission requirements have been met.

Organic Airlift—Airlift provided by aircraft owned/operated by each Service.

Outsize Cargo (Air)—Cargo that exceeds the dimensions of oversized cargo and requires the use of a C-5 or C-17 aircraft or surface transportation. A single item that exceeds 1,000 inches long by 117 inches wide by 105 inches high in any one dimension. See also oversized cargo.

Outsize(d) Dimensions—Any dimension of a shipment greater than six feet, a shipment with such a dimension.

Oversize Breakbulk or Roll On/Roll Off (RO/RO) Ocean Cargo—Cargo with any dimension over 45 feet long, more than eight feet wide or over nine feet six inches high. Does not apply to wheeled or tracked vehicles.

Oversize Cargo (Air).

a. Large items of specific equipment such as a barge, side loadable warping tug, causeway section, powered, or causeway section, non-powered. Requires transport by sea.

b. Air cargo exceeding the usable dimension of a 463L pallet loaded to the design height of 96 inches, but equal to or less than 1,000 inches in length, 117 inches in width, and 105 inches in height. This cargo is air transportable on the C-5, C-17, C- 130, KC-10 and most civilian contract cargo carriers. See also outsized cargo.

Overseas—All locations, including Alaska and Hawaii, outside the continental United States.

Packaging—The processes and procedures used to protect materiel from deterioration, damage, or both. It includes cleaning, drying, preserving, packing, marking, and unitization.

Pallet—A flat base for combining stores or carrying a single item to form a unit load for handling, transportation, and storage by materials handling equipment.

a. **463L pallet** -- An 88” x 108” aluminum flat base used to facilitate the upload and download of aircraft.

b. **463L System** -- Aircraft pallets, nets, tie down and coupling devices, facilities, handling equipment, procedures, and other components designed to interface with military and civilian aircraft cargo restraint systems which accepts pallets 88” x 108”.

c. **Warehouse** -- A two-deck platform, usually wooden, used for handling several packages as a unit.

Palletized—A quantity of items, packed or unpacked, which is arranged on a pallet in a specific manner and is secured, strapped, or fastened on the pallet so that the whole palletized load may be handled as a single unit.

Palletized Load System—A truck with hydraulic load handling mechanism, trailer and flatrack system capable of self-loading and self-unloading. Truck and companion trailer have a 16.5-ton payload capacity.

Palletized Load System Flatrack—Topless, sideless container component of palletized load system, some of which conform to International Organization for Standardization specifications.

Partial Loss—Indicates partial loss of contents of shipment units, other than by theft or pilferage. This includes spillage, leakage, or evaporation from the contents of bottles, barrels, or similar containers.

Partial Shipment Unit—A shipment unit separated at the origin shipping activity into two or more increments with each increment identified and documented separately.

Pilferable Cargo—Items that are vulnerable to theft because of their ready resale potential, i.e., cigarettes, alcoholic beverages, cameras, electronic equipment, computer software. See Protected Cargo.

Pilferage—The act of stealing in small quantities. Used in reference to missing cargo that is easily converted to money, has intrinsic value, or a commercial use.

Port Call File Number—Sealift identifier generated and assigned by the Integrated Booking System to uniquely identify a booking. This is sometimes referred to as the government's booking number.

Port of Debarkation—The geographic point at which cargo or personnel are discharged. This may be a seaport or aerial port of debarkation; for unit requirements; it may or may not coincide with the destination.

Port of Embarkation—The geographic point in a routing scheme from which cargo or personnel depart. This may be a seaport or aerial port from which personnel and equipment flow to port of debarkation; for unit and non-unit requirements, it may or may not coincide with the origin of the Transaction Payment List display; trading partner User ID of the Note originator, appears in the third column (labeled "Notes By").

Prime Data Entry—Mandatory data entries that must not be left blank. It is usually listed in the upper portion of the DD Form 1384, Transportation Control and Movement Document, and in all formats is identified by document identifiers T_0, T_1, T_2, T_3 or T_4.

Priority—Precedence for movement of traffic.

Priority Designator—A two-digit issue and priority code (01 through 15) placed in military standard requisitioning and issue procedure requisitions. It is based upon a combination of factors which relate the mission of the requisitioner and the urgency of need or the end use and is used to provide a means of assigning relative rankings to competing demands placed on the Department of Defense supply system.

Proper Shipping Name—The name of a hazardous material as shown in 49 Code of Federal Regulations and related or similar publications.

Protected Cargo—Items designated as having characteristics requiring them to be identified, accounted for, secured, segregated, or handled in a special manner to ensure their safety or integrity. It is divided into sensitive, pilferable, and controlled cargo. See Controlled Cargo, Pilferable Cargo, and Sensitive Cargo.

Protective Security Service—A Transportation Protective Service which requires a cleared commercial carrier to provide qualified dual drivers who are SECRET-cleared or have an interim SECRET clearance under the Department of Defense Industrial Security program to maintain constant surveillance of a shipment at all times during transportation to include stops en route.

Purple Sheet Procedures—US Central Command requires the ability to prioritize sustainment cargo during lines of communication (LOC) stress or during shifts of contingency /combat operations. The intent is to outline a process for the Supported Combat Command to prioritize sustainment cargo already on hand at an APOE for subsequent flow into the CENTCOM area of responsibility per the Defense Transportation Regulation, Part III, Chapter 304.2a(3). The Purple Sheet process authorizes specifically identified cargo in the AMC system in-transit to the CENTCOM AOR, including 999 and Green Sheet shipments, regardless of service lane or arrival date at the APOE. The COCOM utilizes Purple Sheeting to expedite movement of specific shipment(s) of National interest and operation necessity. Purple Sheet applies from initial identification to the shipments final destination APOD.

Radio Frequency Identification—A family of technologies that enables hands-off processing of material transactions for cargo deploying through the Defense Transportation System. Radio Frequency Identification (RFID) provides operators a means to remotely identify, categorize, and locate material automatically within relatively short distances. Data is digitally stored on RFID transponder devices, such as tags or labels. Remote interrogators (located a few inches to 300 feet from the transponder device) electronically retrieve the data via electromagnetic energy (radio or microwave frequency) and send the data to the Automated Information Services (AIS). The technology is divided into two categories of data storage and retrieval systems – passive and active. Active RFID systems are omni-directional and require moderately expensive high-capacity transponder devices. Active devices are effective portable databases and facilitate the rapid transfer of data to AIS with standoff capability. Passive systems generally require line-of-site interrogation of powerless, inexpensive, low capacity transponder devices. Passive devices are adaptable for use at the item, case, and pallet level.

Reefer Cargo—Perishable commodities that require refrigerated (chill and freeze) stowage at prescribed temperatures while in transit (excludes cargo-authorized storage in ventilated holds).

Refrigerated Cargo—Straight or mixed loads of cargo requiring enclosed temperature controlled transportation and storage.

Release Unit—A shipment unit of a specific commodity, weight, size, or mode that requires an export release from the authority before shipment. A Release Unit generally contains one or more of the following characteristics:

a. Cargo in lots of 10,000 pounds or more.

b. Cargo in lots of 800 cubic feet or more.

c. Cargo is classified, explosive, poisonous, or in need of protective or security measures.

d. Cargo occupies or is tendered as a full carload or truckload.

e. Vehicles by drive away service.

Reportable Quantity—The amount of material (as listed in 49 Code of Federal Regulations or Air Force Inter-service Manual 24-204(I)) that results in its designation as a hazardous substance. Hazardous substances (in reportable quantities) are significant if they are discharged (accidentally or intentionally) into or upon navigable waters or adjoining shorelines.

Report of Shipment—An advance notification of shipment provided by a shipper to the consignee not later than 24 hours prior to the shipment arrival. For ammunition shipments, notification must be made not later than two hours after shipment departure.

Required Delivery Date-Cargo—The calendar date when material is required by the requisitioner. Required Delivery Date field may contain 999, E_ _, N_ _, 444, 555, or 777 to indicate expedited handling required.

Requirement Channel—Air Mobility Command channel that services two points on a recurring basis, with actual movements dependent on volume of traffic.

Retrograde Cargo—Cargo evacuated from a Theater.

Roll On/Roll Off—Loaded on or discharged from a vessel by rolling or driving instead of lifting. Can be either cargo on trucks or trailers, or the vehicles themselves.

Routing Authority—An activity that designates modes and/or provides routing instructions for **shipments requiring clearance prior to movement.**

Routing Instruction Note(s)—Codes used on Route Orders to identify conditions and stipulations required.

Secure Holding—Assistance provided by an installation to a carrier's vehicle transporting sensitive or classified cargo that arrives after hours or provided at the discretion of an installation commander to a vehicle in transit when no emergency exists.

Security Classification—A category to which national security information and material are assigned to denote the degree of damage that unauthorized disclosure would cause to national defense or foreign relations of the United States and to denote the degree of protection required. There are three such categories:

a. **TOP SECRET** -- National security information or material that requires the highest degree of protection and the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security. Examples of "exceptionally grave damage" include armed hostilities against the United States or its allies; disruption of foreign relations vitally affecting the national security; the compromise of vital national defense plans or complex cryptologic and communications intelligence systems; the revelation of sensitive intelligence operations; and the disclosure of scientific or technological developments vital to national security.

b. **SECRET** -- National security information or material that requires a substantial degree of protection and the unauthorized disclosure of which could reasonably be expected to cause serious damage to the national security. Examples of "serious damage" include disruption of foreign relations significantly affecting the national security; significant impairment of a program or policy directly related to the national security; revelation of significant military plans or intelligence operations; and compromise of significant scientific or technological developments relating to national security.

c. **CONFIDENTIAL** -- National security information or material that requires protection and the unauthorized disclosure could reasonably be expected to cause damage to the national security.

Security Escort Vehicle Service—A Transportation Protective Service which requires a carrier to provide two unarmed drivers riding in a single escort vehicle to maintain constant surveillance of a

vehicle containing a shipment of Category I or Category II material for the purpose of obtaining law enforcement or other emergency support.

Sensitive Arms, Ammunition and Explosives—Sensitive Arms, Ammunition and Explosives. A term that describes conventional weapons, ammunition and explosives that need special protection and security to keep them out of the hands of criminals and terrorists. The majority of portable weapons are sensitive and will include their ammunition and parts. The Department of Defense has grouped Sensitive Arms, Ammunition, and Explosives (AA&E) into five Categories (CATs). These CATs range from CAT I (highest) through IV and U (lowest). Category I includes man-portable rockets and missiles in a ready to fire configuration (carrier or launcher tube with the explosive rounds are jointly stored together). Category I examples include AT-4, 66MM LAW Rockets, Stingers & Javelins. Category II includes missiles and rockets that are crew-served or require platform mounted launchers or other equipment to function. Light automatic weapons, such as machineguns, WP and fragmentation grenades (high explosive or WP grenades), AT or AP mines, C- 4, TNT or military dynamite, fall into Category II. Category III includes launch tubes and gripstocks for Stingers, mortar tubes up to and including 81MM, incendiary grenades, and blasting caps. Category IV, includes shoulder-fired weapons if they are not fully automatic. It also includes handguns, ammunition with non-explosive projectiles smoke, illumination or CS grenades, and smoke grenades. The lowest Category includes all other Controlled Item Inventory Codes (CIIC) not otherwise identified to CATs I through IV. DOD and Federal Catalogs identify Sensitive AA&E items with CIICs.

Sensitive Cargo/Material—Arms, ammunition, and explosives that are a definite threat to public safety and can be used by militant, revolutionary, criminal, or other elements for civil disturbances, domestic unrest, or criminal actions. See Protected Cargo.

Sensitive Material—Sensitive, conventional Arms, Ammunition, and Explosives as defined in Department of Defense 5100.76-M, Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives.

Service Unique Transportation Assets—Transportation assets that are:

a. Assigned to a Military Department for functions of the Secretaries of the Military Departments set forth in Sections 3013(b), 5013(b), and 8013(b) of Title 10 of the United States Code, including administrative functions (such as motor pools), intelligence functions, training functions, and maintenance functions.

b. Assigned to the Department of the Army for the execution of the missions of the Army Corps of Engineers.

c. Assigned to the Department of the Navy as the special mission support force of missile range instrumentation ships, ocean survey ships, cable ships, oceanographic research ships, acoustic research ships, and naval test support ships; the naval fleet auxiliary force of fleet ammunition ships, fleet stores ships, fleet ocean tugs, and fleet oilers; hospital ships; Marine Corps intermediate maintenance activity ships, Marine Corps helicopter support to senior Federal officials; and, prior to the complete discharge of cargo, maritime pre-positioning ships.

d. Assigned to the Department of the Air Force for search and rescue, weather reconnaissance, audiovisual services, aeromedical evacuation functions, and transportation of senior Federal officials.

Shipment Container-Cargo—A receptacle of sufficient strength, by reason of material, design, and

construction, to be shipped safely without further packing, e.g., wooden boxes or crates, fiber and metal drums, and corrugated and solid fiberboard boxes.

Shipment Planning—Concurrent or coordinated decisions between the warehousing, consolidating, packing, and transporting functions of shipping activities as to the composition of shipment units and their method of transportation.

Shipment Unit—One or more items of compatible commodities or items assembled into one unit, which becomes the basic entity for control throughout the transportation cycle.

Shipper—A Service or agency activity (including the contract administration or purchasing office for vendors) or vendor that originates shipments. The functions performed include planning, assembling, consolidating, documenting, and arranging material movement.

Shippers Export Declaration—A form (Commerce Form 7525-V) which exporters are required to complete according to United States Department of Commerce regulations. It is filed with the United States Customs Office at the port of export and is used for statistical purposes.

Shipping Instructions—Commercial document specifying, in detail, the items carried on a transportation conveyance for a specific destination. Shipping instructions contain primarily the same data that is found on a Transportation Control and Movement Document.

Shipping/Item Discrepancies—Any variation in quantity or condition of goods received from that shown on the covering authorized shipping documents, purchase orders, or other authorized shipping document. This includes lost or damaged parcel post shipments or other discrepancies not the result of a transportation error.

Shipping Papers—The term “shipping paper,” as used by the transportation industry, means the piece of paper or document used for billing, accountability and day-to-day activities of transporting cargo. As used in the Hazardous Materials Regulations, "shipping paper" means the documentation or paper containing the hazardous materials information required by the regulations.

Shortage—The condition that exists when the number of pieces of freight (packaged or loose) received is less than the number recorded on the bill of lading or governing document.

Short Ton—2,000 pounds. See Ton.

Signature Tally Record—A written record designed to provide continuous accountability and custody of a shipment from point of pickup to delivery to consignee.

Single Manager—A military department or agency designated by the Secretary of Defense to be responsible for management of specified commodities or common-Service activities on a Department of Defense-wide basis.

Small Arms—Man portable, individual, and crew-served weapon systems used mainly against personnel and lightly armored or unarmored equipment including handguns; shoulder-fired weapons; and light automatic weapons. Included in small arms are comparable foreign arms, United States prototype arms, and illegally manufactured weapons retained in inventory for training, familiarization, and evaluation.

Small Arms Ammunition—A cartridge or family of cartridges intended for use in various types of hand-held or mounted weapons through 50 mm. Within a caliber designation, these weapons may include one or more of the following: rifles (except recoilless), carbines, pistols, revolvers, machineguns, and shotguns. The explosives effects are largely confined to the package. No projection of fragments of

appreciable size or range is to be expected and does not significantly hinder emergency response efforts or the effects of explosion are completely confined within the article itself.

Special Assignment Airlift Mission—A mission performing special assignment airlift. Special assignment airlift missions are defined as airlift requirements for special pickup or delivery by Air Mobility Command AMC at points other than established AMC routes, and which require special consideration because of the number of passengers involved, the weight or size of the cargo, the urgency or sensitivity of movement, or other special factors.

Special Assignment Airlift Requirements—Airlift requirements, including Chairman of the Joint Chiefs of Staff -directed or -coordinated exercises, that require special consideration due to the number of passengers involved, weight or size of cargo, urgency of movement, sensitivity, or other valid factors that preclude the use of channel airlift.

Split Shipment Unit—A whole or partial shipment unit separated at a transshipment point into two or more increments with each increment identified and documented separately.

Standard Transportation Commodity Code—Code that describes the product or commodity to be shipped by rail and is used to determine the tariff.

Status of Forces Agreement—An agreement that defines the legal position of a visiting military force deployed in the territory of a friendly state. Agreements delineating the status of visiting military forces may be bilateral or multilateral. Provisions pertaining to the status of visiting forces may be set forth in a separate agreement, or they may form a part of a more comprehensive agreement. These provisions describe how the authorities of a visiting force may control members of that force and the amenability of the force or its members to the local law or to the authority of local officials. To the extent that agreements delineate matters affecting the relations between a military force and civilian authorities and population, they may be considered as civil affairs agreements.

Stopoff—An authorized stop to load or off-load partial shipments.

Storage—A shipment held in a carrier's custody or stored by the carrier in a public or licensed warehouse at the request of the consignee.

a. **Temporary Storage** -- Storage in connection with a line-haul movement of personal property that is acquired either by Personal Property Government Bill of Lading or contract. Such storage is cumulative and may accrue at origin, in transit, at destination, or any combination thereof.

b. **Non-temporary Storage** -- Storage that is not used in connection with a linehaul movement of household goods and is acquired under the terms of a Basic Ordering Agreement entered into by the storage firm and the Government.

Strategic Airlift—The common-user airlift linking theaters to the Continental United States (CONUS) and to other theaters as well as the airlift within CONUS. These airlift assets are assigned to the Commander, United States Transportation Command. Due to the intratheater ranges usually involved, strategic airlift is normally comprised of the heavy, longer range, intercontinental airlift assets, but may be augmented with shorter-range aircraft.

Tare Weight—The weight of a container deducted from gross weight to obtain net weight or the weight of an empty container.

Tariff—A publication containing rates, rules, regulations, and charges applying to commercial/military transportation and accessorial services.

Tariff Weight—Weight standard agreed upon in tariffs.

Tender—A typed or electronic voluntary or negotiated offer by a qualified carrier to provide transportation service to the United States Government at specified rates or charges and submitted by the carrier to a central authority for official acceptance and authorization for use to route traffic.

Terminal—A facility designed to transfer cargo from one means of conveyance to another.

a. **Air** -- A facility for loading and unloading aircraft and the in transit handling of traffic (passengers, cargo, and mail) moved by air.

b. **Water** -- A facility for loading and unloading vessels and the in transit handling of traffic (passengers, cargo, and mail) moved by water.

Theater—The geographic area outside the continental United States for which a commander of a combatant command has assigned responsibility.

Theater-Assigned Transportation Assets—Transportation assets that are assigned under the combatant command (command authority) of a geographic combatant commander.

Theater Commander—The commander of a unified command having responsibility and control for military operations in a designated geographical area.

Threshold—A maximum or minimum value (such as price) used in the automatic approval process of Power Track. If the value of a shipment is above a maximum approval threshold, it must be approved manually. If the value of a shipment is at or below the approval threshold, and the carrier's invoice matches the Government's estimated price or falls within a previously specified tolerance, payment is approved automatically.

Time-Definite Delivery—The delivery of requested logistics support at a time and destination specified by the receiving activity.

Ton—A measurement of weight.

a. **Long Ton (L/T) (LTON)** -- 2,240 pounds.

b. **Measurement Ton (MTON)** -- 40 cubic feet.

c. **Metric Ton (M.T.)** -- 1,000 kilograms (2,204.6 pounds).

d. **Short Ton (S/T) (STON)** -- 2,000 pounds.

Tracing—Action to determine the location of a shipment.

Traffic Management—The direction, control, and supervision of all functions incident to the procurement and use of freight and passenger transportation.

Transloading—Cargo removed from one conveyance and directly reloaded on another conveyance for movement.

Transportation Account Code—A four-digit alphanumeric code by which the Service, Agency, or contractor identifies the account to be charged for transportation.

Transportation Agent/Assistant—Person(s) (military or civilian) designated or appointed by the transportation officer to perform traffic management functions.

Transportation Component Command—The three component commands of United States

Transportation Command: Air Force Air Mobility Command; Navy Military Sealift Command; and Army Military Surface Deployment and Distribution Command. Each transportation component command remains a major command of its parent Service and continues to organize, train, and equip its forces as specified by law. Each transportation component command also continues to perform Service-unique missions.

Transportation Control and Movement Document—A form used to control the movement of cargo while in the Defense Transportation System and performs functions similar to bill of lading in the commercial transportation system.

Transportation Control Number—A 17-position alphanumeric character set assigned to control a shipment throughout the transportation cycle of the Defense Transportation System.

Transportation Discrepancies—Any deviations of shipment received, i.e., quantity, condition, documentation, or deficiencies.

Transportation Discrepancy Report—A form used to report loss and damage to material.

Transportation Officer—Person(s) designated or appointed to perform traffic management functions. The official at an activity that is appointed as Installation Transportation Officer, Traffic Manager, Traffic Management Officer, Passenger Transportation Officer, Movement Control Team, or Branch Movement Control Team.

Transportation Priority—A number assigned to a shipment that establishes its movement precedence by air, land, or sea within the Defense Transportation System.

Transportation Working Capital Fund—Transportation Working Capital Fund is the United States Transportation Command portion of the Working Capital Funds transportation business area. See Working Capital Fund.

Transshipment Point—A location where material is transferred between vehicles.

Transshipper—Any transportation activity, other than the shipper or receiver that handles or documents the transfer of a shipment between conveyances. A transshipper is usually a Consolidation and Containerization Point, air or sea Port of Embarkation, air or sea Port of Debarkation, or breakbulk point. A transshipper may perform more than one type transshipment.

Worldwide Express—Contractor service that provides worldwide international commercial express small package service for the United States federal government. Express service includes time definite, door-to-door pickup and delivery, transportation, in transit visibility, PowerTrack capability, expedited customs processing and clearance of extremely urgent letters and small packages weighing up to 150 pounds.

Attachment 2

TUNNER/K-LOADER PARKING AND TRAFFIC FLOW PLAN

A2.1. Traffic flow plan: Each aerial port/air terminal operation shall develop a local traffic flow plan using operational risk management (ORM) tools. The traffic flow plan will delineate traffic flow/direction within the air freight compound, the flight-line, vehicle servicing area, fuel pumps, and other areas where the MHE may travel. The plans should include primary and secondary routes to ensure safe routes are available in case of road construction, adverse weather conditions, etc. When changes occur to the primary or secondary routes, the traffic flow plan must be updated.

A2.1.1. These procedures will be coordinated with local safety offices and will address minimum clearance from obstacles and spotter use. Use AFOSH STD 91-46, AFOSH 91-100, and AFMAN 24-306 as guidance when developing these procedures.

A2.1.2. When operating in locations/conditions not explicitly addressed by local traffic flow plans, a spotter is mandatory when operating within 15 feet of any obstacle. Also, a spotter is mandatory in congested areas and inside the aircraft circle of safety.

A2.2. Parking: K-loaders unattended or not positioned for immediate use are considered parked. Operators and all supervisors must apply sound judgment toward parking and storing MHE.

A2.3. MHE parking plan:

A2.3.1. Be aware of the Tunner loader's unique turning radius, minimum of 50 feet. A Tunner pulling forward into a hard turn will swing approximately 6 feet. The back-end of the loader where maximum swing occurs will be approximately 25 feet forward of the location where the turn was initiated. Other K-loaders that do not have articulated steering will swing, but to a lesser degree than a Tunner.

A2.3.2. Each Tunner parking spot shall have 7.5 feet of clearance on each side and 5 feet of clearance in front and rear. As a result, a Tunner, being approximately 15 feet wide, will sit in a 30 by 60 foot parking area. In cases where two or more parking spots are adjacent (side-by-side), the 7.5 feet of clearance may overlap between the parking spots, so a minimum 7.5 feet of clearance remains between the parked Tunners, side-to-side. For all other K-loaders, the parking spot will have 5 feet of side clearance on all sides, so that the resulting parking spot is 10 feet wider and 10 feet longer than the maximum dimensions of the loader. As with the Tunner, adjacent side-to-side clearance may overlap, so a minimum of 5 feet is maintained between the sides of non-Tunner K-loaders (must be 7.5 feet minimum if one of the two adjacent loaders is a Tunner). In cases where two or more parking spots are end-to-end, the 5 feet of clearance may overlap between the parking spots, so a minimum 5 feet clearance remains between the parked Tunners, end-to-end. No obstacles will reside within the boundaries of the parking spot. Drive through parking spots are desired but not mandatory.

A2.3.3. Before pulling into a parking spot, ensure the loader is directly in line with the parking spot. This will ensure the vehicle does not enter the parking spot at an angle. A painted line or suitable marking 15 feet before the entrance of the parking spot shall mark the minimum distance at which the loader must be straight before entering the parking spot.

A2.3.4. When exiting parking spots, the loader shall be kept straight before turning until the aft end is clear of the parking spot. A painted line or suitable marking not less than the length of the loader (50

feet for Tunners) in front of the parking spot is what the front of the loader must cross before maneuvering to ensure the rear of the loader has cleared other parked loaders.

A2.3.5. "Taxi lines" shall be placed where the center of the cab will travel so the loader is centered in the parking spot. These taxi lines shall extend to the entry/exit line markings mentioned in the two preceding paragraphs. Aligning the loader's cab directly over the taxi line will center the loader in the parking spot during parking operations.

A2.4. Covered Storage Parking:

A2.4.1. Each unit will include in their local traffic flow plan detailed covered storage parking procedures using each existing bay, if feasible and safe. Drive through parking is desired but not mandatory. One spotter, positioned to optimize the safety of the operation, is required for all maneuvering through covered storage, provided the following four paragraphs are complied with.

A2.4.2. Each covered storage parking location will allow 2.5 feet of clearance on each side of the loader during the most constrained portion of the parking process. For a Tunner, this means the most constrained portion of the entrance, parking spot, and exit will not be less than 20 feet wide. In cases where two or more parking spots are adjacent (side-by-side), the 2.5 feet of clearance may overlap between the parking spots, so a minimum 2.5 feet clearance remains between the parked Tunners, side-to-side. No obstacles will reside within the boundaries of a parking spot. At locations with existing entrance doors that are less than 20 feet wide but at least 18 feet wide, comply with the requirements in paragraph 6 below. Maintain 5 feet of clearance from the front and rear of the loader; end-to-end parking with a 5 feet buffer separation is permissible. Doors and overhead obstacles should be at least 15 feet (desired, not mandatory) above the parking surface.

A2.4.3. Before pulling into the covered storage, ensure loader is directly in line with the parking spot. This will ensure the vehicle does not enter the parking spot at an angle. A painted line or suitable marking, 15 feet before the entrance of the most exterior obstacle, shall mark the minimum distance at which the loader must be straight before entering the covered storage.

A2.4.4. When exiting parking spots, the loader shall be kept straight before turning until the aft end is clear of the most exterior obstacle of the covered storage. A painted line or suitable marking, not less than the length of the loader (50 feet for Tunners) in front of the most exterior obstacle, is what the front of the loader must cross before maneuvering to ensure sufficient clearance.

A2.4.5. Taxi lines shall be placed where the center of the cab will travel so the loader is centered during parking operations.

A2.5. Deviation requirements. Units with parking spots that fail to comply with the requirements specified in paragraphs **3.** and **4.** will do one of the following two options.

A2.5.1. Use two spotters when maneuvering in parking areas; in this case no deviation request is required.

A2.5.2. Incorporate ORM to establish the best option for their location. Forward deviation request to AMC/A4TE with local safety office coordination attached. AMC/A7/A4/SEG will approve/disapprove deviations. Deviations for covered storage facilities approved using above criteria are confirmed as permanent deviations and do not need to be resubmitted. All outdoor parking deviations will be valid for 2 years after approval.